

February 16, 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, February 20, 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 (Requests to appear will be placed on a “first-come, first-served” basis. This portion of the meeting is limited to thirty minutes and shall be subject to a limitation of five minutes for each presentation with no extension of time permitted. Matters pertaining to personnel, litigation and violations of laws and ordinances are excluded from the agenda. Rules of decorum as provided in this code will be observed)
- C. President’s Report
- D. Matt Allen, City Manager, Garden City, Housing Update
- E. Major Eric Hollingsworth, ROTC Update
- F. Introduction of new employees
- G. Report from Student Government Association
- H. Report from Faculty Senate

**II. CONSENT AGENDA ..... Action**

- A. Approval of minutes of previous meetings (January 9, 2018).....pg. 3
- B. Approval of personnel actions-Human Resources.....pg. 8
  - B-1 Human Resources Report.....pg. 9
  - B-2 Adjunct/Outreach Contracts.....pg. 10
- C. Financial information.....pg. 12
  - C-1 Checks processed in excess of \$50,000.....pg. 13
  - C-2 Revenues.....pg. 14
  - C-3 Expenses.....pg. 16
  - C-4 Cash in Bank.....pg. 22
- D. Purchases over \$50,000
  - D-1 Pneumatic Training Materials and Equipment.....pg. 23
- E. Approval of 2018-2019 Tuition, Fees, Room and Board.....pg. 25

**III. CONFIRMATION OF MONITORING REPORTS:**

- A. Monitoring Reports and ENDS ..... **Consensus Approval**
  - A-1a Bi-Annual, Executive Limitations, Asset Protection. #5.....pg. 30
  - A-2b Bi-Annual, Executive Limitations, Essential Skills.....pg. 31
  - A-3c Annual, Executive Limitations Personal Enrichment.....pg. 35

- B. Review Monitoring Report
  - B-1a Annual, Executive Limitations, Information and Advice
  - B-1b Annual, Executive Limitations Asset Protection
- C. Board Process and Policy Governance Review

**IV. OTHER:**

- A. Incidental Information.....pg. 38
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT
- D. Report on HLC

**V. OWNERSHIP LINKAGE:**

**Upcoming Calendar Dates:**

- February 22-23 Dinner Theatre, American Bullet Train, 7:30 pm, Fine Arts Auditorium
- February 27 Dee Wigner Retirement Reception, Endowment Room, Beth Tedrow Student Center, 2:00-3:30 pm
- March 12-16 Spring Break, no classes, offices closed March 15-16
- March 13 Board of Trustee Meeting, 6:00 p.m., Beth Tedrow Student Center, Endowment Room (move to March 20 due to spring break)

**VI. EXECUTIVE SESSION**

**VII. ADJOURNMENT**

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Dr. Herbert J. Swender, Sr.  
President

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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  
January 9, 2018**

Trustees Present: Merilyn Douglass, Jeff Crist, Leonard Hitz, Steve Martinez, , Blake Wasinger, Terri Worf,

Others Present: Debra Atkinson, Deputy Clerk  
Emily Clouse, Director of Human Resources  
Dallas Crist, Payroll Coordinator  
John Green, Athletic Director  
Josh Harbour, *Garden City Telegram*  
Sheena Hernandez/English Instructor/Faculty Senate  
Larry Jenkins, Nursing Instructor  
Andy Gough, Director of IT  
Lyle Lobmeyer, Skilled Maintenance  
Jacquelyn Messinger, Dean of IEPR  
Erik Montoya, Groundskeeper  
Chuck Pfeifer, Dean of Technical/Work Force  
Christian Powell, Campus Police Officer  
Lauren Rockhold, Coordinator, Student Activities, SGA Advisor  
Ryan Ruda, Vice President of Instruction/Student Services  
Mark Scheopner, Fine Arts Secretary  
Kristi Tempel, Public Relations/Marketing  
Phil Terpstra, Dean of Academics  
Dee Wigner, Executive Vice President  
Clay Woydziak, SGA President  
Herbert Swender, President  
Patsy Zeller, Director of Nursing Education

**CALL TO ORDER:**

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

Chair Martinez, GCCC Trustees, and Dr. Swender, took a few minutes to welcome new board member Leonard Hitz to the GCCC Board of Trustee meeting and extended congratulations to returning board members, Dr. Merilyn Douglass and Dr. Blake Wasinger.

**OATH OF OFFICE:**

Newly elected Trustee Leonard Hitz, and returning Trustees, Dr. Merilyn Douglass, and Dr. Blake Wasinger, took the oath of office administered by Clerk of the Board, Debra Atkinson.

**OPEN COMMENTS FROM PUBLIC:**

Chair Martinez 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.

Dr. Swender noted that the GCCC HALO club students helped with the Spirit of the Plains, CASA Christmas event on December 19. Students dressed up like elves and helped hand out packages to deserving children.

Dr. Swender reported that the 2018 GCCC meats judging team started their year by competing at the Southwest Invitational Contest in Friona and Lubbock, TX on January 4 and 5. The team placed 3<sup>rd</sup> overall, dominating the lamb-judging portion of the event. The Australian National Team placed first, but GCCC did win over Charles Sturt University of Australia and Zamarano University of Honduras.

Dr. Swender reported that the Broncbuster basketball teams have opened the new year on a high note, both men and women winning on the road in Coffeyville. The men ended the 18<sup>th</sup> ranked Coffeyville's 13 game home-court winning streak. Dr. Swender noted that it was GCCC's first win at Coffeyville in more than 20 years. Broncbusters continued their winning streak in Conestoga Arena Saturday, January 6, with both men and women winning over Neosho.

Dr. Swender shared that Mr. Ricky Griffin delivered a message to administration, faculty and staff regarding making a positive difference in the lives of students at spring in-service. Griffin shared his personal experiences and reminded all of us that good leaders push forward with momentum and encouragement. Teamwork and a willingness to move with changes are keys to organizational success.

Dr. Swender extended an invitation to GCCC Board of Trustees and Garden City community members to come listen to Chief Master Sergeant Maurice L. Williams, Monday, January 15 in celebration of Martin Luther King, Jr. Day. CMSgt Williams will deliver his speech at 10:30 am in Conestoga Arena. CMSgt Williams is the Command Senior Enlisted Leader for the Kansas National Guard. He is the principle advisor to the Adjutant General on matters of health, welfare, morale, professional development, good order and discipline and the effective employment of the state's approximately 6500 enlisted members of the Kansas Army and Air National Guard.

Dr. Swender announced that the band building is complete! Faculty and students were moving in this afternoon. Huge thank you to Derek Ramos and his staff.

Dr. Swender shared with Trustees that GCCC has been officially recognized as an official ROTC site. Dr Swender and Vice President of Instruction/Student Services, Ryan Ruda, will be meeting with ROTC Cadet Command to discuss details of the recognition process and funding of our ROTC program. GCCC is the only two-year college in the nation designated as an official ROTC site.

Chair Martinez thanked Dr. Swender for his report.

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

Vice President of Student Services and Instruction, Ryan Ruda, introduced new employees, Mark Scheopner, Fine Arts Secretary, and Lauren Rockhold, Coordinator Student Activities. Executive Vice President, Dee Wigner, introduced new employees, Erik Montoya, Groundskeeper, Lyle Lobmeyer, Skilled Maintenance, and Christian Powell, Campus Police Officer. Director of Nursing Education, Patsy Zeller, introduced new employee Larry Jenkins, Nursing Instructor.

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

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

Clay Woydziak, SGA President, 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. Woydziak went on to say that the first SGA meeting of the spring semester is tomorrow, Wednesday, January 10, 2018. SGA is excited to have new advisor/student activities coordinator, Lauren Rockhold on board. SGA will be working to plan activities for students. Woydziak shared with Trustees that the recycling grant did not get funded, and that work continues on the bike loan program for students.

Chair Martinez thanked Woydziak for his report.

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

Sheena Hernandez English Instructor/Faculty Senate President reported that Faculty have been busy with students returning for the spring 2018 semester. Hernandez went on to say that faculty in-service went very well and expressed appreciation to Vice President of Instruction/Student Services, for arranging for a stress relief seminar by Accelacare Physical Therapy. Faculty Senate will be working with Chief of Police, Rodney Dozier, on

building safety plans. Faculty lunches by building, hosted by Dr. Swender, begin Friday, January 12, with Penka building faculty.

Trustees thanked Hernandez for his report.

**CONSENT AGENDA:**

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

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

**Motion:**

***Douglass moved, seconded by to approve consent agenda items, II A-C as presented.***

***Ayes: Crist, Douglass, Hitz, Martinez, Wasinger, Worf***

***Nays: None***

***Motion carried: 6-0***

Approved actions follow:

**(A) APPROVED MINUTES** of previous meeting (December 12, 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.)

**ORGANIZATION OF OFFICERS – BOARD OF TRUSTEES 2018**

***Motion:***

***Douglass moved, seconded by Worf to accept the proposed list of incumbent officers as listed with Wasinger as clerk and Crist as KACCT representative.***

***Ayes: Crist, Douglass, Hitz, Martinez, Wasinger, Worf***

***Nays: None***

***Motion carried: 6-0***

(Supporting documents filed with official minutes)

***Motion:***

***Worf moved, seconded by Douglass to accept Appointments A-F, Depositor Designations A-D, Authorized Signatures and Professional Service Providers as presented.***

***Ayes: Crist, Douglass, Hitz, Martinez, Wasinger, Worf***

***Nays: None***

***Motion carried: 6-0***

(Supporting documents filed with official minutes)

**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.

**MONITORING REPORTS and ENDS REPORTS:**

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

- Bi-Annual, Executive Limitations, General Executive Constraints, #6, #7
- Annual, Executive Limitations, Information and Advice, #2, #3, #5
- Annual, Executive Limitations Asset Protection, #1, #2, #3, #4, #6, #7

Trustees agreed to accept the monitoring report as presented.

**REVIEW OF MONITORING REPORT:**

No reports were scheduled for review.

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

Policy Governance Officer, Dr. Marilyn Douglass asked Trustees to turn to page 19 in their Policy Governance Handbook to correct #4-A fifth sentence last word in parenthesis from July to January. Douglass then reviewed the Policy titled Chairperson's Role (page 20) and Board Committee Principles (page 21). No changes were made.

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

Chair Martinez reported the following:

- Martinez reported that a microbrewery would be going in the Bike Rack location downtown.
- EDC is working with possible restaurants that would like to locate in the core district of downtown.
- EDC Annual Meeting is 11:00 p.m., Wednesday, January 10, 2018, in the Endowment Room, lunch will be provided.

**REPORT FROM KANSAS ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES**

- Dr. Swender shared that the first Legislative session for 2018 was held in Topeka on Monday, January 8.
- Additional funding for K-12 is a major focus.
- Conversation is occurring regarding dual and concurrent enrollment.

**REPORT ON Higher Learning Commission:**

Ryan Ruda, Vice President of Instruction/Student Services, reported that a planning process template has been distributed campus wide. The template will be used to delineate plans, accomplishments, goals and budgeting. Ruda went on to report that the College Catalog will undergo updating beginning this spring. GCCC performance agreements have been presented to the Kansas Board of Regents and were approved at 100% for new funding. Ruda indicated that this is a good indicator for the accreditation process. Work continues on the assurance argument. Rough draft will be enhanced and fine tunes.

**OWNERSHIP LINKAGE:**

No report was given.

**CALENDAR DATES:**

Chair Martinez reviewed calendar dates and noted that the February 13, 2018 GCCC Board of Trustee meeting will be moved to February 20, 2018. Meeting will take place at 6:00 p.m. in the Endowment Room of the Beth Tedrow Student Center.

**ADJOURNMENT:**

**Motion:**

*Crist moved, seconded by Wasinger, to adjourn the January 9, 2018 Garden City Board of Trustee meeting.*

*Ayes: Crist, Douglass, Hitz, Martinez, Wasinger, Worf*

*Nays: None*

*Motion carried: 6-0*

Meeting adjourned at 7:00 p.m.

**UPCOMING CALENDAR EVENTS:**

- March 11-15 Spring Break, No Classes
- March 15-16 Campus Closed, No Classes, Spring Break
- March 12 Board of Trustee Meeting 6:00 p.m., Beth Tedrow Student Center, Endowment Room
- March 30-April 2 Campus Closed, No Classes, Easter Break

\_\_\_\_\_  
Debra J. Atkinson  
Deputy Clerk

\_\_\_\_\_  
Herbert J. Swender  
President

\_\_\_\_\_  
Steve Martinez  
Chair of the Board

**Agenda No: II-B**

**Date: February 20, 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:**





February 6, 2018

**To:** Board of Trustees

**From:** Alexis Saenz, Human Resources Assistant

New Hires

Jodie Tewell, Math/Science Building Secretary, effective, January 12, 2018

Sherrri Williams, Temporary Nursing Instructor, effective, January 22, 2018

Colton Coleman, Assistant Track & Field Coach, effective, February 5, 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 2/06/2018)

INSTRUCTOR	CLASS	AMOUNT
<b><u>Adjunct Faculty</u></b>		
Owens, Glenda	Medical Terminology EMIC-104-SW - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 1/9/2018 - 3/2/2018	\$ 1,500.00
Owens, Glenda	Medical Terminology EMIC-104-NW - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 1/9/2018 - 3/2/2018	\$ 1,500.00
Terpstra, Philip	Beginning Algebra MATH-106-41 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 1/9/2018 - 3/2/2018	\$ 1,500.00
Wenzel, Leslie	Intermediate Algebra MATH-107-41 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 1/9/2018 - 3/2/2018	\$ 1,500.00
<b>TOTAL</b>		<b><u>\$ 6,000.00</u></b>

**NON-CREDIT CLASS CONTRACTS**

Douglass, Lucille Legal Instructor	Kansas Conceal and Carry CRMJ-300-01 Non-credit - 3 hours 3 contact hour(s) @ \$30.00 = \$90.00 12/16/2017 -12/16/2017	\$ 90.00
Lappin, Jerry Lead Range Assistant	Kansas Conceal and Carry CRMJ-300-01 Non-credit - 4 hours 4 contact hour(s) @ \$30.00 = \$120.00 12/16/2017 -12/16/2017	\$ 120.00
Ronn, Mark Lead Instructor	Kansas Conceal and Carry CRMJ-300-01 Non-credit - 10 hours 10 contact hour(s) @ \$30.00 = \$300.00 12/16/2017 -12/16/2017	\$ 300.00

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT/OUTREACH FACULTY CONTRACTS**  
 (Presented to Board of Trustees for Approval 2/06/2018)

Routon, Timothy	Woodworking HMGC-175-01 Non-credit - 42 contact hours 42 contact hour(s) @ \$30.00 = \$1,260.00 Tuesday Evening 7:00 pm - 10:00 pm 01/23/2018 - 04/24/2018	\$ 1,260.00
		<b>TOTAL \$ <u>1,770.00</u></b>

**ONLINE ADJUNCT FACULTY CONTRACTS**

Fisher, Maryln	Accounting II ACCT-103-50 - 3.00 credit hour(s) 2/6 of 3.00 credit hour(s) X \$500.00 = \$500.00 01/09/2018 - 03/02/2018	\$ 500.00
Heaton, Tyrell	World Geography GEOG-101-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1,800.00 01/09/2018 - 03/02/2018	\$ 1,800.00
Komm, Adam	Business Ethics BSAD-220-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1,500.00 01/09/2018 - 03/02/2018	\$1,500.00
Pringle, Nisaphan	Accounting I ACCT-102-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1,500.00 01/09/2018 - 03/02/2018	\$1,500.00
		<b>TOTAL \$ <u>5,300.00</u></b>

**Agenda No: II-C**

**Date: February 20, 2018**

**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

February 2018

### Purchases over \$50,000 requiring bid sheets

- None

### Payments over \$50,000 not requiring bid sheets

- Check #260960 to Blue Cross and Blue Shield of Kansas for \$93,185.27 for January employee health insurance premiums.
- Check #261070 to Commerce Bank for \$50,701.17 for various purchase card purchases.
- Check #261222 to Blue Cross and Blue Shield of Kansas for \$95,130.93 for February employee health insurance premiums.

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	868,060.50-	1,977,122.50-	2,450,000.00-	472,877.50-	19.30
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	107,600.00-	352,016.00-	350,000.00-	2,016.00	0.57-
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	29,927.00-	94,234.00-	156,676.00-	62,442.00-	39.85
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	226,520.62-	482,247.39-	480,000.00-	2,247.39	0.46-
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	1,223.29-	725.69-	50,000.00	50,725.69	101.45
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	53,018.00-	109,028.00-	125,000.00-	15,972.00-	12.78
11-00-0000-00000-4014 TUITION BORDER STA	0.00	96,300.00-	236,377.50-	250,000.00-	13,622.50-	5.45
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	156,405.60-	247,696.20-	195,000.00-	52,696.20	27.01-
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	800.00-	9,150.00-	15,000.00-	5,850.00-	39.00
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	178,675.00-	204,345.64-	0.00	204,345.64	0.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	7,380.00-	22,507.00-	17,500.00-	5,007.00	28.60-
11-00-0000-00000-4512 VENDING MACHINES :	0.00	689.02-	3,150.38-	6,000.00-	2,849.62-	47.49
11-00-0000-00000-4601 STATE OPERATING GR	0.00	811,860.00-	1,623,721.00-	1,623,721.00-	0.00	0.00
11-00-0000-00000-4803 AD VALOREM PROPRT	0.00	5,626,505.78-	5,818,145.65-	9,452,140.00-	3,633,994.35-	38.45
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	251,401.01-	580,747.48-	729,883.00-	149,135.52-	20.43
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	2,945.15-	7,789.33-	8,138.00-	348.67-	4.28
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	59,644.75-	111,520.64-	136,633.00-	25,112.36-	18.38
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	72,150.23-	72,150.23-	144,286.00-	72,135.77-	49.99
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	4,899.39-	12,187.46-	12,000.00-	187.46	1.55-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	11,483.18-	11,483.18-	16,000.00-	4,516.82-	28.23
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	15,313.21-	30,508.61-	85,000.00-	54,491.39-	64.11
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	2,387.20-	2,573.86-	3,500.00-	926.14-	26.46
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	55,686.09-	50,000.00-	5,686.09	11.36-
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	10,296.00-	45,000.00-	34,704.00-	77.12
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	49,846.78-	125,000.00-	75,153.22-	60.12
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	17,683.12-	22,629.93-	100,000.00-	77,370.07-	77.37
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	944.82-	5,998.32-	15,000.00-	9,001.68-	60.01
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	0.00	8,603,816.87-	12,055,943.18-	14,999,599.00-	2,943,655.82-	19.62
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12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	15,320.00-	170,334.15-	225,000.00-	54,665.85-	24.30
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	117,511.00-	250,316.69-	263,324.00-	13,007.31-	4.94
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	20,760.00-	37,224.00-	30,000.00-	7,224.00	24.07-
12-00-0000-00000-4601 STATE OPERATING GR	0.00	486,207.00-	972,414.00-	972,414.00-	0.00	0.00
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	639,798.00-	1,430,288.84-	2,812,616.00-	1,382,327.16-	49.15

61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	288,649.84-	298,344.33-	477,343.00-	178,998.67-	37.50
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	12,739.81-	29,429.55-	31,173.00-	1,743.45-	5.59
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	149.24-	394.70-	412.00-	17.30-	4.20
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	3,020.76-	5,655.08-	6,912.00-	1,256.92-	18.18
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	3,645.95-	3,645.95-	7,299.00-	3,653.05-	50.05
61-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	248.29-	617.62-	0.00	617.62	0.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	581.93-	581.93-	750.00-	168.07-	22.41
61-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	775.23-	1,545.28-	5,000.00-	3,454.72-	69.09
61-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	120.75-	130.20-	0.00	130.20	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	309,931.80-	335,390.00-	750,000.00-	414,610.00-	55.28
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Totals for BUDGET.OFFICER: Unassigned	0.00	9,553,546.67-	13,821,622.02-	18,562,215.00-	4,740,592.98-	25.54

Fiscal Year: 2018

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	17,663.94	124,235.20	209,320.00	85,084.80	40.65
DEPARTMENT: 11020 - HUMANITIES	0.00	3,013.01	30,321.60	1,650.00	28,671.60	737.66-
DEPARTMENT: 11021 - ENGLISH	0.00	39,008.39	190,083.66	342,565.00	152,481.34	44.51
DEPARTMENT: 11022 - SPEECH	0.00	12,060.64	54,009.74	69,531.00	15,521.26	22.32
DEPARTMENT: 11023 - PHILOSOPHY	0.00	0.00	3,229.50	0.00	3,229.50	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	0.00	1,614.75	0.00	1,614.75	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	4,179.45	30,985.71	51,990.00	21,004.29	40.40
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 11030 - ART	8,514.07	13,881.35	84,469.19	140,683.00	47,699.74	33.91
DEPARTMENT: 11031 - DRAMA	0.00	5,693.80	40,938.46	79,633.00	38,694.54	48.59
DEPARTMENT: 11032 - VOCAL MUSIC	319.26	7,166.14	46,857.23	84,860.00	37,683.51	44.41
DEPARTMENT: 11033 - INST MUSIC	420.00	6,329.55	77,406.06	98,249.00	20,422.94	20.79
DEPARTMENT: 11040 - SCIENCE	25,858.87	27,498.64	197,784.53	331,481.00	107,837.60	32.53
DEPARTMENT: 11050 - MATH	0.00	25,145.69	170,405.44	275,490.00	105,084.56	38.14
DEPARTMENT: 11060 - SOCIAL SCIENCE	1,216.97	44,653.95	241,577.39	379,168.00	136,373.64	35.97
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	9,444.67	56,299.85	56,402.00	102.15	0.18
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	5,449.05	38,975.76	78,710.00	39,734.24	50.48
DEPARTMENT: 11081 - READING	0.00	5,053.40	38,880.09	59,536.00	20,655.91	34.69
DEPARTMENT: 11082 - ESL	0.00	6,758.31	37,109.80	72,280.00	35,170.20	48.66
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	536.08	20,392.35	20,000.00	392.35	1.95-
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	1,087.00	5,126.40	5,000.00	126.40	2.52-
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	9,716.69	11,502.56	275,075.20	413,430.00	128,638.11	31.11
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	269.13	538.26	0.00	538.26	0.00
DEPARTMENT: 41000 - LIBRARY	1,789.89	13,809.65	105,646.55	184,472.00	77,035.56	41.76
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	19,999.98	4,920.30	49,164.26	87,116.00	17,951.76	20.61
DEPARTMENT: 42000 - DEAN OF LEARNING S	850.00	16,259.21	83,734.87	532,800.00	448,215.13	84.12
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	10,928.98	85,200.07	231,074.00	145,873.93	63.13
DEPARTMENT: 42002 - OUTREACH	375.00	5,475.12	93,126.19	86,193.00	7,308.19	8.47-
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	9,899.51	44,621.64	65,581.00	20,959.36	31.96
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	5,801.66	40,508.08	69,675.00	29,166.92	41.86
DEPARTMENT: 50000 - DEAN OF STUDENT SE	109.20	26,153.01	187,641.64	303,277.00	115,526.16	38.09
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	13,225.00	13,225.00	0.00	0.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	12,849.15	90,923.93	162,201.00	71,277.07	43.94
DEPARTMENT: 50011 - ASSESSMENT/TESTING	119.12	3,946.46	30,090.09	53,570.00	23,360.79	43.61
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	27,826.35	183,862.55	348,266.00	164,403.45	47.21
DEPARTMENT: 50030 - ADMISSIONS	278.39	11,437.72	87,610.01	153,974.00	66,085.60	42.92
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	2,520.00	13,353.20	90,491.34	168,536.00	75,524.66	44.81
DEPARTMENT: 50050 - STUDENT HEALTH SER	75.90	0.00	1,047.48	3,268.00	2,144.62	65.62
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	23,492.41	391,237.91	627,064.69	235,826.78	37.61
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	11,917.58	115,929.31	177,205.00	61,275.69	34.58
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	10,680.43	103,898.52	163,736.51	59,837.99	36.55
DEPARTMENT: 55003 - MEN'S TRACK	351.00	2,756.95	32,569.33	73,775.00	40,854.67	55.38
DEPARTMENT: 55004 - WOMEN'S TRACK	312.00	2,714.45	31,124.45	71,995.00	40,558.55	56.34
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	14,762.54	75,171.73	131,064.50	55,892.77	42.65
DEPARTMENT: 55006 - FOOTBALL	0.00	33,374.61	335,480.45	518,645.05	183,164.60	35.32
DEPARTMENT: 55007 - BASEBALL	0.00	16,991.66	102,889.10	170,377.00	67,487.90	39.61
DEPARTMENT: 55008 - VOLLEYBALL	0.00	7,435.63	66,014.48	111,755.39	45,740.91	40.93
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	4,416.74	36,476.36	66,721.00	30,244.64	45.33
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	4,416.72	40,986.97	69,847.00	28,860.03	41.32



DEPARTMENT: 55012 - CHEERLEADING	0.00	7,786.12	52,835.55	65,628.86	12,793.31	19.49
DEPARTMENT: 55013 - DANCE TEAM	0.00	3,330.54	24,047.38	42,050.00	18,002.62	42.81
DEPARTMENT: 55014 - RODEO TEAM	0.00	9,360.28	91,032.81	163,626.00	72,593.19	44.37
DEPARTMENT: 55015 - MEN'S GOLF	0.00	896.79	23,530.38	39,765.00	16,234.62	40.83
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	9,176.21	106,868.80	133,115.00	26,246.20	19.72
DEPARTMENT: 55020 - PEP BAND	0.00	4,424.20	31,814.56	58,837.00	27,022.44	45.93
DEPARTMENT: 61000 - PRESIDENT	0.00	47,806.37	307,254.00	570,511.00	263,257.00	46.14
DEPARTMENT: 61001 - BOARD OF TRUSTEES	0.00	416.43	5,236.62	24,840.00	19,603.38	78.92
DEPARTMENT: 61005 - ATTORNEY	0.00	2,882.38	6,535.88	25,000.00	18,464.12	73.86
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	0.00	72,358.29	526,819.96	1,339,102.00	812,282.04	60.66
DEPARTMENT: 62010 - HUMAN RESOURCES	3,038.70	18,492.24	68,850.03	156,002.00	84,113.27	53.92
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	4,649.98	40,291.18	69,932.00	29,640.82	42.39
DEPARTMENT: 62050 - ONE-TIME PURCHASES	17,156.25	13,666.86	201,235.40	235,706.00	17,314.35	7.35
DEPARTMENT: 63000 - MARKETING/PR	1,067.52	5,150.25	84,274.82	159,660.00	74,317.66	46.55
DEPARTMENT: 64000 - INFORMATION TECHNO	18,924.73	21,371.27	438,042.98	580,599.00	123,631.29	21.29
DEPARTMENT: 65000 - CENTRAL SERVICES	543.60	7,244.51	69,512.67	139,265.00	69,208.73	49.70
DEPARTMENT: 67000 - INSTITUTION EFFECT	0.00	16,452.17	64,591.76	189,792.00	125,200.24	65.97
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	1,526.25	10,607.77	86,570.78	159,047.80	70,950.77	44.61
DEPARTMENT: 71000 - BUILDINGS	24,573.58	40,952.52	200,741.33	418,524.00	193,209.09	46.16
DEPARTMENT: 72000 - CUSTODIAL SERVICES	4,571.00	40,507.67	327,055.53	583,323.00	251,696.47	43.15
DEPARTMENT: 73000 - GROUNDS	1,887.50	17,269.48	134,337.21	311,937.20	175,712.49	56.33
DEPARTMENT: 73001 - ATHLETIC FIELDS	90.25	0.00	13,404.55	35,000.00	21,505.20	61.44
DEPARTMENT: 74000 - VEHICLES	3,193.56	21,168.20	146,808.36	388,399.00	238,397.08	61.38
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	12,394.53	86,534.45	203,608.00	117,073.55	57.50
DEPARTMENT: 76000 - INSURANCE	0.00	7,515.65	216,979.36	283,514.00	66,534.64	23.47
DEPARTMENT: 77000 - UTILITIES	0.00	54,219.96	423,217.93	850,000.00	426,782.07	50.21
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	52,025.57	46,860.60-	62,000.00	108,860.60	175.58
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	793.00	1,472.00	5,000.00	3,528.00	70.56
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	183.00	15,202.00	30,000.00	14,798.00	49.33
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	0.00	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	1,367.36	9,333.02	24,116.00	14,782.98	61.30

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FUND: 11 - GENERAL	149,399.28	1,046,484.39	8,279,025.18	14,999,599.00	6,571,174.54	43.81

Fiscal Year: 2018

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	4,917.30	31,287.42	58,631.00	27,343.58	46.64
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	0.00	25.20	250.00	224.80	89.92
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	7,676.88	34,806.39	64,025.00	29,218.61	45.64
DEPARTMENT: 12200 - ADN PROGRAM	0.00	31,023.40	149,208.45	288,346.00	139,137.55	48.25
DEPARTMENT: 12201 - LPN PROGRAM	0.00	31,772.12	167,249.83	294,069.00	126,819.17	43.13
DEPARTMENT: 12202 - EMT	29,320.00	17,227.25	86,116.99	184,145.28	68,708.29	37.31
DEPARTMENT: 12203 - ALLIED HEALTH	684.00	10,733.95	77,537.17	136,646.00	58,424.83	42.76
DEPARTMENT: 12210 - AGRICULTURE	0.00	4,131.36	31,466.25	59,798.00	28,331.75	47.38
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	7,857.67	58,333.95	104,218.00	45,884.05	44.03
DEPARTMENT: 12220 - JOHN DEERE AG TECH	700.69	15,108.69	92,678.27	163,588.00	70,209.04	42.92
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	19,327.64	5,763.23	34,233.42	74,369.00	20,807.94	27.98
DEPARTMENT: 12240 - CRIMINAL JUSTICE	200.70	9,003.15	61,619.21	87,908.00	26,088.09	29.68
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	6,046.73	39,099.71	75,920.00	36,820.29	48.50
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,439.78	66,027.60	123,343.00	57,315.40	46.47
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	4,489.75	15,282.52	146,280.49	290,678.00	139,907.76	48.13
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	0.00	1,743.00	1,743.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	3,080.12	18,657.36	56,298.00	37,640.64	66.86
DEPARTMENT: 12273 - WELDING	3,551.00	17,311.38	108,939.62	208,760.00	96,269.38	46.11
DEPARTMENT: 42005 - DEAN OF TECHNICAL	2,507.63	12,846.05	102,050.40	518,680.72	414,122.69	79.84
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	60,781.41	210,221.58	1,305,617.73	2,812,616.00	1,446,216.86	51.42

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FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	2,059.04-	837.60	47,750.00	46,912.40	98.25
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	0.00	7,253.36	9,028.92	1,775.56	19.67
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	175.00	344.00	508.71	164.71	32.38
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	17.01	4,800.17	3,027.76	1,772.41-	58.53-
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	900.00	7,557.22	13,875.27	6,318.05	45.53
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	68.25	2,249.62	19,500.00	17,250.38	88.46
DEPARTMENT: 55007 - BASEBALL	0.00	1,517.93	12,438.13	14,951.84	2,513.71	16.81
DEPARTMENT: 55013 - DANCE TEAM	0.00	117.53	4,044.77	5,979.02	1,934.25	32.35
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	0.00	736.68	196,355.45	123,594.50	72,760.95-	58.86-

Fiscal Year: 2018

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	15.17	633.21	4,062.17	14,000.00	9,922.66	70.88
DEPARTMENT: 94000 - STUDENT CENTER	2,223.57	2,783.28	87,775.04	231,415.00	141,416.39	61.11
DEPARTMENT: 95000 - STUDENT HOUSING	27,007.62	137,535.93	1,571,945.47	2,662,085.00	1,063,131.91	39.94
DEPARTMENT: 98000 - COSMETOLOGY	2,014.86	1,651.89	56,260.13	132,080.00	73,805.01	55.88
DEPARTMENT: 97000 - BOOKSTORE	11,769.45	63,141.01	485,362.40	999,000.00	501,868.15	50.24
DEPARTMENT: 91000 - ARENA	0.00	1,050.98	4,265.14	0.00	4,265.14-	0.00
<b>FUND: 16 - AUXILIARY ENTITIES</b>	<b>43,030.67</b>	<b>206,796.30</b>	<b>2,209,670.35</b>	<b>4,038,580.00</b>	<b>1,785,878.98</b>	<b>44.22</b>

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FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	9,454.23	12,122.64	4,000.00	8,122.64-	203.06-
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	4,434.42	0.00	11,676.60	16,151.00	39.98	0.25
DEPARTMENT: 12273 - WELDING	26,580.58	57,219.31	207,117.19	560,442.49	326,744.72	58.30
DEPARTMENT: 14010 - AO-K	0.00	144.26	566.98	2,998.06	2,431.08	81.09
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	31.16	2,167.95	2,656.44	488.49	18.39
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	0.00	11,612.00	69,256.09	57,644.09	83.23
DEPARTMENT: 00000 - GENERAL	0.00	0.00	13,225.00-	13,225.00-	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,750.00	20,038.12	100,616.60	303,854.00	201,487.40	66.31
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	18,222.29	23,847.29	25,300.00	1,452.71	5.74
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	5,785.45	43,510.08	77,027.00	33,516.92	43.51
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	0.00	13,005.00	13,005.00	100.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	9,706.70	38,352.00	28,645.30	74.69
DEPARTMENT: 42005 - DEAN OF TECHNICAL	35,722.05	20,793.68	53,403.69	113,122.00	23,996.26	21.21
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	6,719.40	55,000.00	48,280.60	87.78
<b>FUND: 22 - RESTRICTED GRANTS</b>	<b>68,452.80</b>	<b>131,688.50</b>	<b>592,751.62</b>	<b>1,464,020.02</b>	<b>802,815.60</b>	<b>54.84</b>

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
<b>FUND: 23 - OTHER RESTRICTED FUNDS</b>	<b>4,297.86</b>	<b>0.00</b>	<b>4,297.86-</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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	137.60	956.01	401.00	555.01-	138.40-
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	497.39	1,151.33	1,217.90	66.57	5.47
DEPARTMENT: 13301 - ADULT ED - INSTRUC	200.00	1,585.32	27,559.87	176,045.93	148,286.06	84.23
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	118.16	276.22	10,177.77	9,901.55	97.29
DEPARTMENT: 13301 - ADULT ED - INSTRUC	537.34	7,657.73	78,913.63	188,000.00	108,549.03	57.74
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	206.00	5,408.90	9,400.00	3,991.10	42.46
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	10,048.87	55,360.03	119,840.00	64,479.97	53.81
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	3,954.20	45,168.52	110,653.00	65,484.48	59.18
<b>FUND: 24 - ADULT EDUCATION</b>	<b>737.34</b>	<b>24,205.27</b>	<b>214,794.51</b>	<b>578,235.60</b>	<b>362,703.75</b>	<b>62.73</b>

Fiscal Year: 2018

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	16,358.42	19,052.10	41,812.08-	750,000.00	775,453.66	103.39
<b>FUND: 61 - CAPITAL OUTLAY</b>	<b>16,358.42</b>	<b>19,052.10</b>	<b>41,812.08-</b>	<b>750,000.00</b>	<b>775,453.66</b>	<b>103.39</b>

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	1,559.15	16,694.64	222,728.61	408,637.50	184,349.74	45.11
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	0.00	304.00	500.00	196.00	39.20
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	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	0.00	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	0.00	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	4,994.52	34,847.77	60,000.00	25,152.23	41.92
DEPARTMENT: 99001 - STUDENT NEWSPAPER	591.18	0.00	2,878.75	33,700.00	30,230.07	89.70
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	252.93	5,169.83	21,151.29	15,981.46	75.56
<b>FUND: 71 - ACTIVITY/ORGANIZATION FD</b>	<b>2,150.33</b>	<b>21,942.09</b>	<b>271,732.96</b>	<b>532,488.79</b>	<b>258,605.50</b>	<b>48.57</b>

Fiscal Year: 2018

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 00000 - GENERAL	0.00	50,000.00-	50,000.00-	0.00	50,000.00	0.00
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	0.00	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	0.00	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	0.00	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	0.00	9,951.00	0.00	9,951.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	0.00	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	100.00	15,270.00	0.00	15,270.00-	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	9,491.00	0.00	9,491.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	49,900.00-	208,435.00	0.00	208,435.00-	0.00

Fiscal Year: 2018

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	4,050.00	116,980.00	500,000.00	383,020.00	76.60
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	4,050.00	116,980.00	500,000.00	383,020.00	76.60

Garden City Community College  
1/31/2018

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 405,839.79	0.0000%
State Municipal Invest. Pool	\$ 440,506.09	1.0000%
FNB of Garden City - Money Market	\$ 102.23	0.0000%
FNB of Garden City - Insured Cash Sweep	\$ 321,564.23	0.3500%
Commerce Bank - Money Market	\$ 19,498.20	0.0800%
Landmark National Bank	\$ 5,904,082.01	1.3900%
	<u>\$ 7,091,592.55</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	5/10/2018
Valley State Bank	CD	\$ 1,000,000.00	1.6000%	1/26/2018	7/26/2018
American State Bank	CD	\$ 1,000,000.00	1.4800%	11/9/2017	11/9/2018
FNB of Garden City	CDARS	\$ 1,000,000.00	1.8700%	1/26/2018	1/26/2019
		<u>\$ 5,000,000.00</u>			
Total		<u><u>\$ 12,091,592.55</u></u>			

**Agenda No:** D-1

**Date:** February 20, 2018

**Topic:** Pneumatic Training Materials and Equipment

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

**Background Information:**

The Industrial Maintenance Training Program is provided through the Kansas Technical Re/training Among Industry-targeted Networks (KanTRAIN) grant project awarded by the U.S. Department of Labor's Trade Adjustment Assistance Community College and Career Training program. Prior to the start of classes later this month, it is necessary to upgrade training materials and equipment to meet industry needs as follows:

- Pneumatic upgrade to the blue-line trainers and MecLab will be used in the pneumatic, electro-pneumatic, plc and advanced plc courses.
- AC/DC trainer to be used in the Electrical 1, Electrical 2, Electrical Motor Controls, and Advanced Electric Motor control courses.

A RFP was developed and sent to three known vendors. Two vendors responded. Results of the proposals is provided on the following bid tabulation. The cost of the upgrades are covered under the KanTRAIN grant. Administration has determined the best proposals were received from Innovative Education Systems.

**Budget Information:**

KanTRAIN Grant Funds  
\$67,960.13

**Recommended Board Action:**

Approve the proposals received from Innovative Education Systems for \$67,960.13.

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

**Board Member Notes:**

Garden City Community College  
Bid Tabulation

Industrial Maintenance Training  
February 1, 2018

VENDOR	ITEM
Advanced Technologies Consultants Inc. Northville, MI	Pneumatic Upgrade
Innovative Education Systems Oak Grove, MO	Pneumatic Upgrade

VENDOR	ITEM
Advanced Technologies Consultants Inc. Northville, MI	AC/DC Trainer
Innovative Education Systems Oak Grove, MO	AC/DC Trainer



**Agenda No:** II-E

**Date:** February 20, 2018

**Topic:** 2018-19 Tuition, Fees, Room and Board

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

**Background Information:**

Tuition and fee recommendations are based on analysis of data such as rates of other Kansas community colleges, industry trends and historical costs. Kansas Community College Tuition and Fees schedule follows this recommendation as well as tuition and fee historical data for GCCC.

The state operating grant revenue for FY18 and FY17 was \$2,596,135 per year, which was \$108,172 less than FY16. Ad valorem tax revenue has fluctuated over the past 5 years. Last fiscal year, the ad valorem tax revenue was \$454,000 less than the prior year. It is too early to tell what revenue will be generated from ad valorem tax this fiscal year.

To continue accessible, quality higher education, it is necessary to increase the student’s share of education to offset decreasing or flat state and local revenues. Every dollar increase of tuition or fees generates approximately \$40,000 in revenue.

Administration recommends no increase in tuition, however, a \$4.00 per credit hour increase in fees. The additional revenue will directly benefit students through scholarships, debt service on additional housing and miscellaneous student activities.

A \$100 increase in annual student housing rates is recommended due to additional debt service on student housing and expected increases in utilities and insurance. The cost of the meal plan was adjusted \$50 per year to account for the 2.0 increase in CPI, which is the anticipated increase from Great Western Dining.

**Budget Information:**

Student fee revenues will be budgeted to offset student scholarships. Increases to room and board rates will go to the Residential Life Auxiliary Fund to be used toward student housing debt.

**Recommended Board Action:**

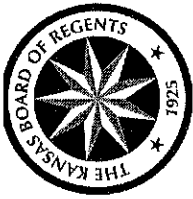
Board adopts the following tuition and fee rates for 2018-19:

In-state tuition and fees	\$100 per credit hour
Border States tuition and fees	\$114 per credit hour
Out-of-state tuition and fees	\$119 per credit hour
International tuition and fees	\$137 per credit hour
West Hall and East Unit room rate	\$2,800 per year
Apartment room rate	\$4,100 per year
Broncbuster housing	\$3,600 per year
Broncbuster suites	\$4,300 per year
19 Meal Plan	\$2,800 per year

**Board Action Taken:** \_\_\_\_\_ **Approved**      \_\_\_\_\_ **Disapproved**

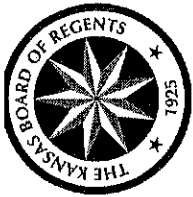
\_\_\_\_\_ **Ayes**      \_\_\_\_\_ **Nays**      \_\_\_\_\_ **No Action**

**Board Member Notes:**



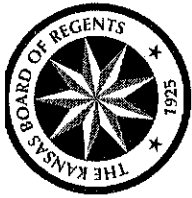
## KANSAS COMMUNITY COLLEGES TUITION AND REQUIRED FEES RATES, AY 16 - 18

Institution	Residency Status	TUITION				REQUIRED FEES				Room and Board-On-campus (AY 2018)			
		AY 2016 Tuition per credit hour	AY 2017 Tuition per credit hour	AY 2018 Tuition per credit hour	Two-Year Percent Increase (Decrease)	AY 2016 Required Fees per credit hour	AY 2017 Required Fees per credit hour	AY 2018 Required Fees per credit hour	Two-Year Percent Increase (Decrease)				
ALLEN COMMUNITY COLLEGE	In-District Resident	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Border state, non-resident	60.00	60.00	60.00	0.0%	25.00	35.00	40.00	60.0%	\$4,950			
	Non-resident	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
	Online	60.00	60.00	60.00	0.0%	25.00	35.00	40.00	60.0%	N/A			
BARTON COMMUNITY COLLEGE	International	147.00	147.00	147.00	0.0%	45.00	50.00	50.00	11.1%	N/A			
	In-District (Barton County)	61.00	65.00	N/A	N/A	32.00	32.00	N/A	N/A	N/A			
	Resident	68.00	72.00	72.00	5.9%	32.00	32.00	36.00	12.5%	\$5,479			
	Border state, non-resident	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
BUTLER COMMUNITY COLLEGE	Non-resident	99.00	103.00	72.00	-27.3%	32.00	32.00	36.00	12.5%	N/A			
	Online	146.00	150.00	150.00	2.7%	N/A	N/A	N/A	N/A	N/A			
	International	151.00	155.00	155.00	2.6%	32.00	32.00	36.00	12.5%	N/A			
	In-District (Butler County)	68.50	67.00	67.00	-2.2%	19.50	24.00	31.00	59.0%	N/A			
CLOUD COUNTY COMMUNITY COLLEGE	Resident	79.50	78.00	78.00	-1.9%	19.50	24.00	31.00	59.0%	\$6,000			
	Border state, non-resident	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
	Non-resident	139.50	138.00	138.00	-1.1%	19.50	24.00	31.00	59.0%	N/A			
	Online	68.50	67.00	67.00	-2.2%	19.50	24.00	31.00	59.0%	N/A			
COWLEYVILLE COMMUNITY COLLEGE	International	194.50	190.00	190.00	-2.3%	19.50	24.00	24.00	23.1%	N/A			
	In-District (Cloud County)	69.00	69.00	71.00	2.9%	25.00	30.00	30.00	20.0%	\$5,700			
	Resident	74.00	74.00	76.00	2.7%	25.00	30.00	30.00	20.0%	N/A			
	Border state, non-resident	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
COWLEY COMMUNITY COLLEGE	Non-resident	79.00	79.00	79.00	0.0%	25.00	30.00	30.00	20.0%	\$6,000			
	Online	69.00	69.00	71.00	2.9%	25.00	30.00	30.00	20.0%	N/A			
	International	79.00	79.00	79.00	0.0%	25.00	30.00	30.00	20.0%	N/A			
	In-District	35.00	35.00	35.00	0.0%	37.00	37.00	37.00	0.0%	N/A			
COLBY COMMUNITY COLLEGE	Resident	35.00	35.00	35.00	0.0%	37.00	37.00	37.00	0.0%	\$6,000			
	Border state, non-resident (contiguous counties in OK, MO)	N/A	45.00	45.00	0.0%	N/A	37.00	37.00	0.0%	N/A			
	Non-resident	84.00	84.00	84.00	0.0%	37.00	37.00	37.00	0.0%	N/A			
	Online	35.00	35.00	35.00	0.0%	72.00	72.00	72.00	0.0%	N/A			
COWLEY COMMUNITY COLLEGE	International	100.00	100.00	100.00	0.0%	99.00	99.00	99.00	0.0%	N/A			
	In-District	65.00	65.00	67.00	3.1%	40.00	40.00	43.00	7.5%	\$6,111			
	Resident	70.00	70.00	72.00	2.9%	40.00	40.00	43.00	7.5%	N/A			
	Border state, non-resident (CO, NE, MO, OK, TX)	N/A	90.00	92.00	N/A	N/A	40.00	43.00	N/A	N/A			
DODGE CITY COMMUNITY COLLEGE	Non-resident	124.00	124.00	126.00	1.6%	40.00	40.00	43.00	7.5%	\$4,900			
	Online	65.00	74.00	77.00	18.5%	40.00	40.00	43.00	7.5%	N/A			
	International	150.00	150.00	152.00	1.3%	40.00	40.00	43.00	7.5%	N/A			
	In-District (Cowley County)	55.00	55.00	55.00	0.0%	29.00	34.00	40.00	37.9%	\$6,590			
DODGE CITY COMMUNITY COLLEGE	Resident	65.00	65.00	65.00	0.0%	29.00	34.00	40.00	37.9%	N/A			
	Border state, non-resident (OK)	75.00	75.00	75.00	0.0%	29.00	34.00	40.00	37.9%	N/A			
	Non-resident	112.00	112.00	112.00	0.0%	29.00	34.00	40.00	37.9%	N/A			
	Online	55.00	55.00	55.00	0.0%	54.00	59.00	65.00	20.4%	N/A			
DODGE CITY COMMUNITY COLLEGE	International	159.00	159.00	159.00	0.0%	29.00	34.00	40.00	37.9%	N/A			
	In-District (Ford County)	30.00	30.00	31.00	3.3%	40.00	40.00	40.00	0.0%	N/A			
	Resident	45.00	47.00	49.00	8.9%	50.00	60.00	60.00	20.0%	\$6,590			
	Border state, non-resident (MO, CO, NE, NM, TX, OK, AZ, UT)	45.00	47.00	49.00	8.9%	50.00	60.00	60.00	20.0%	N/A			
DODGE CITY COMMUNITY COLLEGE	Non-resident	55.00	55.00	57.00	3.6%	50.00	60.00	60.00	20.0%	N/A			
	Online	135.00	135.00	135.00	0.0%	N/A	N/A	N/A	N/A	N/A			
DODGE CITY COMMUNITY COLLEGE	International	120.00	60.00	60.00	-50.0%	55.00	65.00	65.00	18.2%	N/A			



## KANSAS COMMUNITY COLLEGES TUITION AND REQUIRED FEES RATES, AY 16 - 18

Institution	Residency Status	TUITION				REQUIRED FEES				Two-Year Percent Increase (Decrease)	Room and Board-On-campus (AY 2018)
		AY 2016 Tuition per credit hour	AY 2017 Tuition per credit hour	AY 2018 Tuition per credit hour	Two-Year Percent Increase (Decrease)	AY 2016 Required Fees per credit hour	AY 2017 Required Fees per credit hour	AY 2018 Required Fees per credit hour	Two-Year Percent Increase (Decrease)		
FORT SCOTT COMMUNITY COLLEGE	In-District (Bourbon County)	50.00	47.00	47.00	-6.0%	44.00	47.00	47.00	6.8%		
	Resident	53.00	50.00	50.00	-5.7%	44.00	47.00	47.00	6.8%	\$5,720	
	Border state, non-resident (AR, CO, MO, NE, OK)	81.00	78.00	78.00	-3.7%	44.00	47.00	47.00	6.8%		
	Non-resident	109.00	106.00	106.00	-2.8%	44.00	47.00	47.00	6.8%		
GARDEN CITY COMMUNITY COLLEGE	Online	50.00	47.00	47.00	-6.0%	74.00	77.00	77.00	4.1%		
	International	131.00	128.00	128.00	-2.3%	44.00	47.00	47.00	6.8%		
	In-District	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
	Resident	57.00	57.00	61.00	7.0%	31.00	33.00	35.00	12.9%	\$5,450	
HIGHLAND COMMUNITY COLLEGE	Border state, non-resident (CO, MO, NE, NM, OK, TX)	71.00	71.00	75.00	5.6%	31.00	33.00	35.00	12.9%		
	Non-resident	76.00	76.00	80.00	5.3%	31.00	33.00	35.00	12.9%		
	Online	147.00	147.00	61.00	-58.5%	N/A	N/A	89.00	N/A		
	International	94.00	94.00	98.00	4.3%	31.00	33.00	35.00	12.9%		
HUTCHINSON COMMUNITY COLLEGE	In-District (Doniphan County)	55.00	55.00	56.00	1.8%	42.00	42.00	43.00	2.4%		
	Resident	68.00	69.00	70.00	2.9%	42.00	42.00	43.00	2.4%		
	Border state, non-resident (IA, MO, NE; within 150 miles)	68.00	N/A	N/A	N/A	42.00	N/A	N/A	N/A	\$6,010	
	Non-resident	68.00	69.00	70.00	2.9%	42.00	42.00	43.00	2.4%		
INDEPENDENCE COMMUNITY COLLEGE	Online	128.00	78.00	79.00	-38.3%	N/A	51.00	52.00	N/A		
	International	263.00	264.00	265.00	0.8%	42.00	42.00	43.00	2.4%		
	In-District (Reno County)	70.00	74.00	77.00	10.0%	19.00	19.00	19.00	0.0%		
	Resident	80.00	84.00	87.00	8.8%	19.00	19.00	19.00	0.0%		
JOHNSON COUNTY COMMUNITY COLLEGE	Border state, non-resident	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
	Non-resident	111.00	115.00	118.00	6.3%	19.00	19.00	19.00	0.0%		
	Online	70.00	74.00	77.00	10.0%	36.00	36.00	36.00	0.0%		
	International	120.00	124.00	127.00	5.8%	29.00	29.00	29.00	0.0%		
JOHNSON COUNTY COMMUNITY COLLEGE	In-District (Montgomery County)	53.50	54.00	54.00	0.9%	36.00	40.00	43.00	19.4%		
	Resident	59.50	59.50	60.00	0.8%	39.00	40.00	43.00	10.3%		
	Border state, non-resident (AR, CO, MO, NE, OK)	67.00	N/A	N/A	N/A	39.00	N/A	N/A	N/A	\$7,468	
	Non-resident	99.50	99.50	67.00	-32.7%	39.00	40.00	43.00	10.3%		
KANSAS CITY KANSAS COMMUNITY COLLEGE	Online	53.50	53.50	54.00	0.9%	69.00	40.00	43.00	-37.7%		
	International	151.00	151.00	151.00	0.0%	39.00	40.00	43.00	10.3%		
	In-District (Johnson County)	75.00	77.00	77.00	2.7%	16.00	16.00	16.00	0.0%		
	Resident	90.00	94.00	94.00	4.4%	16.00	16.00	16.00	0.0%		
KANSAS CITY KANSAS COMMUNITY COLLEGE	Border state, non-resident	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Non-resident	198.00	204.00	204.00	3.0%	16.00	16.00	16.00	0.0%		
	Online	75.00	77.00	77.00	2.7%	16.00	16.00	16.00	0.0%		
	International	198.00	204.00	204.00	3.0%	16.00	16.00	16.00	0.0%		
LABETTE COMMUNITY COLLEGE	In-District	86.00	86.00	86.00	0.0%	22.00	22.00	22.00	0.0%		
	Resident	86.00	86.00	86.00	0.0%	22.00	22.00	22.00	0.0%		
	Border state, non-resident (5 counties in Missouri)	111.00	111.00	111.00	0.0%	22.00	22.00	22.00	0.0%	\$5,500	
	Non-resident	246.00	246.00	246.00	0.0%	22.00	22.00	22.00	0.0%		
LABETTE COMMUNITY COLLEGE	Online	86.00	86.00	86.00	0.0%	22.00	22.00	22.00	0.0%		
	International	246.00	246.00	246.00	0.0%	22.00	22.00	22.00	0.0%		
	In-District	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
	Resident	48.00	49.00	52.00	8.3%	42.00	43.00	46.00	9.5%		
LABETTE COMMUNITY COLLEGE	Border state, non-resident (AR, MO, OK)	69.00	70.00	73.00	5.8%	42.00	43.00	46.00	9.5%		
	Non-resident	73.00	74.00	77.00	5.5%	42.00	43.00	46.00	9.5%		
	Online	48.00	49.00	52.00	8.3%	72.00	73.00	76.00	5.6%		
	International	132.00	133.00	136.00	3.0%	42.00	43.00	46.00	9.5%		



## KANSAS COMMUNITY COLLEGES TUITION AND REQUIRED FEES RATES, AY 16 - 18

Institution	Residency Status	TUITION				REQUIRED FEES				Room and Board-On-campus (AY 2018)
		AY 2016 Tuition per credit hour	AY 2017 Tuition per credit hour	AY 2018 Tuition per credit hour	Two-Year Percent Increase (Decrease)	AY 2016 Required Fees per credit hour	AY 2017 Required Fees per credit hour	AY 2018 Required Fees per credit hour	Two-Year Percent Increase (Decrease)	
NEOSHO COUNTY COMMUNITY COLLEGE (Chenute Campus)	In-District (Neosho County) Resident	64.00	67.00	70.00	9.4%	31.00	31.00	31.00	0.0%	
	Border state, non-resident	64.00	67.00	70.00	9.4%	43.00	43.00	45.00	4.7%	
	Non-resident	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$6,100
	Online	64.00	67.00	70.00	9.4%	65.00	65.00	67.00	3.1%	
PRATT COMMUNITY COLLEGE	International	137.00	140.00	143.00	4.4%	56.00	56.00	56.00	0.0%	
	In-District	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Resident	58.00	59.00	61.00	5.2%	41.00	42.00	45.00	9.8%	
	Border state, non-resident	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,642
SEWARD COUNTY COMMUNITY COLLEGE	Non-resident	66.00	68.00	71.00	7.6%	41.00	42.00	45.00	9.8%	
	Online	106.00	106.00	90.00	-15.1%	41.00	41.00	45.00	9.8%	
	International	76.00	80.00	85.00	11.8%	41.00	42.00	45.00	9.8%	
	In-District (Seward County)	51.00	55.00	60.00	17.6%	33.00	34.00	34.00	3.0%	
SEWARD COUNTY COMMUNITY COLLEGE	Resident	55.00	59.00	61.00	10.9%	33.00	34.00	34.00	3.0%	
	Border state, non-resident (CO, MO, NE, NM, OK, TX)	74.00	78.00	83.00	12.2%	33.00	34.00	34.00	3.0%	
	Non-resident	89.00	93.00	98.00	10.1%	33.00	34.00	34.00	3.0%	
	Online	99.00	103.00	108.00	9.1%	33.00	34.00	34.00	3.0%	
International	89.00	93.00	98.00	10.1%	33.00	34.00	34.00	3.0%		

## 2018-19 Proposed Tuition/Fees and Room/Board Rates

Allen County —no increase in tuition. \$5/hour increase in technology

Colby- \$2/hour in tuition, \$3/hour in online, \$1/hour in fees. Dorms increasing by 2%

Cowley—no decision as of yet

Flint Hills—hoping to hold flat, but not final decision

Johnson County - no change in tuition or fees

Neosho County - \$2/hour in tuition and \$50/semester in housing

Seward County no decision

## FEBRUARY 2018 MONITORING REPORT

### EXECUTIVE LIMITATIONS

BI-ANNUAL

Asset Protection

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**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.

# FEBRUARY 2018 MONITORING REPORT

## Essential Skills Ends Report

### Policy Title: Essential Skills

Students will possess essential skills:

1. Students will illustrate written communication skills
2. Students will demonstrate oral communication skills
3. Students will exhibit critical thinking skills
4. Social Responsibility: Students will understand their individual responsibility for the economic and social well-being of society through participating in social, educational, and personal experiences in the local, regional and global community.
5. Diversity: Students will develop awareness of self and others through scholarly study, research, and personal interaction in hopes of them becoming a more positive contributor to the social and economic well-being of their community.

### 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 gage 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

## 2. Results

### Written Communication

Fall 2017 results are being calculated.

Writing Assessment Results				
	FA15	SP16	FA16	SP17
<b>Structure</b>	2.84	2.94	2.84	2.85
<b>Correctness</b>	2.88	2.87	2.90	2.90
<b>Content/Audience</b>	3.04	3.01	3.04	3.04
<b>Total</b>	8.78	8.84	8.80	8.81

- 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. Writing center was added on-campus in fall 2017 to assist in better developing written communication in all disciplines. The writing center is available to all students and utilized to enhance student understanding and development of written communication.

#### B. Oral Communication Skills

1. Assessed in selected courses using the oral communication rubric
  - a. Piloted in spring 2017
  - b. Initiated in Fall 2017
  - c. Assessed in selective courses with a public speaking component. A random sample of sophomore students were selected for data collection

- d. Gages the level of oral communication competency through a rubric that measures the following techniques:
1. Audience and Event Appropriateness
  2. Organization
  3. Content
  4. Delivery

<b>Oral Communication</b>				
Fall 2017 Results				
			Spring 2017	Fall 2017
Audience and Event Appropriateness			3.39	3.33
Organization			3.27	3.25
Content			3.2	3.08
Delivery			2.7	2.85
Overall			12.55	12.51

C. Critical Thinking Skills

1. Will utilize a soon-to-be-developed rubric
  - a. Piloted in fall 2017 with results below.
  - b. Committee met in spring 2018 and revised the rubric with a wider pilot group identified for spring 2018.
  - c. Assessed in selected courses on campus
  - d. Baseline data will be collected from a random sample of students
  - e. The final version of the assessment rubric is being developed.

<b>Critical Thinking</b>		
Fall 2017 Results		
Innovation/Originality		2.95
Inquiry		2.90
Analysis		2.60
Evaluation		3.08
Synthesis		3.00
Overall		14.32

Critical thinking professional development was provided in fall 2017 to all faculty. The training focused on how to assess critical thinking and fundamental measures which can be used for assessment.

**Essential Skills**

- **Diversity**
  - Students will develop awareness of self and others through scholarly study, research, and personal interaction in hopes of them becoming a more positive contributor to the social and economic well-being of their community.
    - Formed a group of faculty to review and develop a rubric for use in assessment of diversity competency
    - 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



▪ **Social Responsibility**

- Students will develop awareness of self and others through scholarly study, research, and personal interaction in hopes of them becoming a more positive contributor to the social and economic well-being of their community.
  - 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

**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	2017 GC	2017 Cohort	2016 GC	2016 Cohort	2015 GC	2015 Cohort	2014 GC	2014 Cohort
Acquiring general education	3.01	<b>2.98</b>	<b>2.99</b>	<b>3.01</b>	<b>2.97</b>	<b>3.01</b>	<b>2.8</b>	<b>3</b>
Acquiring job or work related knowledge and skills	2.50	<b>2.48</b>	<b>2.78</b>	<b>2.75</b>	<b>2.7</b>	<b>2.75</b>	<b>2.64</b>	<b>2.75</b>
Writing clearly and effectively	2.87	<b>2.71</b>	<b>2.94</b>	<b>2.82</b>	<b>2.9</b>	<b>2.81</b>	<b>2.73</b>	<b>2.81</b>
Speaking clearly and effectively	2.90	<b>2.64</b>	<b>2.84</b>	<b>2.76</b>	<b>2.79</b>	<b>2.75</b>	<b>2.71</b>	<b>2.74</b>
Thinking critically and analytically	2.96	<b>2.94</b>	<b>2.97</b>	<b>3.02</b>	<b>2.91</b>	<b>3.01</b>	<b>2.88</b>	<b>2.99</b>

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 2017 cohorts of GCCC students. This work continues to be refined through direct assessment of student learning in curriculum. In the most recent survey, 2017, 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.

Diversity and Social Responsibility will be piloted this spring 2018 with revisions to the assessment tool made prior to implementation in fall 2018.

Curriculum mapping has been completed by faculty members to align course and programs to the essential skills. Course assessments are completed at the end of each semester with program assessments annually. These assessments will drive the assessment of student learning specifically focused on student essential skills.

Essential Skills has been incorporated into the KBOR Performance agreement process. This alignment of college essential skills with state reporting provides a context for keeping assessment practices at the forefront and aligns institutional, state and accreditation efforts. Written, oral and critical thinking assessment will be included within the 2018-20 KBOR performance agreement reporting.

The college assessment team consisting of Ryan, Phil and faculty members will attend the HLC Assessment Academy final roundtable in June 2018 in Chicago. At the roundtable, the college team will present a final presentation of student learning and accomplishments from involvement in the assessment academy. The development of rubrics to measure each of the essential skills along with development of new expected student essential skills will be focused on throughout the presentation along with plans for continuous improvement and assessment practices going forward.

## FEBRUARY 2018 MONITORING REPORT

### ENDS - ANNUAL

#### Personal Enrichment

1. Recipients pursuing individual interests will be personally enriched.
2. Outreach will serve the needs of the Community.

**Feb 2017 – Jan 2018**

**1. Recipients pursuing individual interests will be personally enriched.**

Offering Continuing Education (CE) courses and trainings at Garden City Community College contributes to the College's mission to produce positive contributors to the economic and social well-being of society. The collection of efforts to offer CE courses at GCCC includes developing partnerships within the business community to determine economic development and employer needs and then responding quickly by offering open enrollment classes or contract training for a specific business or industry. It also involves identifying areas of interest to the local citizens and patrons of the College and offering courses to expand their knowledge and skills in these fields. One of the newest areas of training includes our partnership with online education corporations that teach both short-term classes and full certificate programs.

**Personal Enrichment** courses at GCCC continue to operate as part of the overall CE area within Technical Education and Workforce Development. These courses include open enrollment and contract trainings. Unfortunately, due to attrition of personnel within this division, the number of Personal Enrichment classes offered over the past year at the college is significantly lower than in the past. The only course offered in 2017 was a Woodworking course.

**2. Outreach will serve the needs of the Community.**

**Developing Partnerships**

GCCC has participated in the Finney County Workforce Connection group that meets frequently to discuss employer needs and training opportunities within Finney County and surrounding areas. This group consists of various businesses, Kansas WorkforceOne, Finney County Economic Development, Garden City High School, Juvenile Detention Center, Corrections, and various other individuals. Additionally, representatives from GCCC participate in a host of community-based partnership groups, such as the Gray County Vocational-Technical Education Committee and other similar groups.

**Contract Training**

Contract trainings are provided to businesses, or individuals, that express a specific need that may not be available through some of our other courses offered on campus.

GCCC had the opportunity to offer non-credit contract trainings to one business in 2017:

➤ Garnand Funeral Home – Forklift Training

However, the College also participated in a large number of contract trainings in which academic credit was awarded to the participants. These trainings and courses included collaborative partnerships with Tyson, Inc for welding classes, Worthington Industries for industrial maintenance classes, Finney County for safety classes, and Cargill for PLC and electric motor controls and safety training with Dairy Farmers of America plant.

### **Continuing Education Courses**

Continuing education courses are offered periodically on campus - primarily to offer re-certification hours for professionals in the area that require hours to maintain their certification. The teaching modes include traditional face-to-face courses in which the instructor and students are present on campus and online courses offered through GCCC partner teaching corporations: Ed2Go and HealthEd Today. Continuing education hours that were offered in 2017 include:

- Traditional mode:
  - Insurance - training for licensed insurance agents (life, health, casualty, property, ethics).
- Online
  - Career certificate programs
    - Phlebotomy
    - Event management and design
    - Dental assistant
    - Certified bookkeeper
  - Short-term courses
    - Pharmacy technician,
    - Accounting
    - Computer applications (Quickbooks & MS Office)
    - Finance
    - Business writing
- Currently, we have students in CCNA Routing and Switching and Certified Clinical Medical Assistant (certificate programs)

### **TEAM-T Offerings**

Another component of community outreach are the courses offered through the Department of Public Safety (DPS), consisting of Criminal Justice, Fire Science, and Emergency Medical Services. TEAM-T was created several years ago as a way to offer educational opportunities to emergency responders in the region as well as to the public. There was a decrease in the number of offerings through the non-credit portion of DPS again in 2017. The Criminal Justice department now has only one full-time instructor who focuses primarily on

credit-bearing courses offered within the Criminal Justice program. Likewise in Fire Science where the lone instructor has focused his efforts on growing and maintaining credit-bearing courses within the Fire Science program. GCCC currently has two instructors in the EMT/Paramedic program. Non-credit offerings in EMT/Paramedic are limited to basic first aid/AED/CPR trainings that are offered to the campus community and other community groups. The college also continues to experience decreases in both the Women on Target and Concealed Carry classes most likely due to changes in Kansas laws that allow residents to now carry a concealed firearm without formal training. To new personnel, the changes that have taken place in the Kansas law allowing residents to carry a concealed firearm has further decreased the interest in that particular course. Finally, the college has offered courses in “Refuse to be a Victim” and “Defensive Driving” in the past, but there is currently a lack of instructors to teach these courses.

### **Brief Analysis**

GCCC continues to evaluate how to best meet the needs of the community as a whole via its continuing education courses and community enrichment classes. The limited number of personnel within each discipline requires the department to establish priorities and work hard to provide the highest quality instruction to meet the goals and objectives of the division. Thus, courses taught via face-to-face instruction may need to be re-evaluated. The emergence of a large variety of online offerings allows the college to continue to offer certain continuing education opportunities to its local patrons that may not have been present in the past. This exciting and efficient method of instructional delivery can provide the college with flexible options to support the needs and interests of local citizens.

Contract trainings through collaborative partnerships with local industry continues to be a major focus of GCCC, the Kansas Board of Regents, and the community at large. The college will continue to actively participate on local economic development boards and other municipal and regional advisory councils in an effort to provide the needed trainings.

**Incidental Information  
February 2018**

**Dee Wigner, Executive Vice President**

The following grants were awarded through the Mary Jo Williams Trust:

Mary Jo Williams Comprehensive Learning Center	\$19,999.98
Chemistry Lab Equipment	\$20,000.00
Emergency medical technician simulation technology	\$16,475.00
John Deere Recovery, Recycle Recharge unit	\$ 7,823.55
Yamaha grand piano overhaul	\$ 8,000.00
Art department mixer, kiln vent and heap vacuum	<u>\$ 7,823.55</u>
Total	\$80,158.38

An RFP was released requesting proposals for employee health services; worker's compensation and pre-employment testing with an optional request for proposals employee health services. Six proposals were received. The committee recommends continuing with the services of Occupational Health Services for worker's compensation and pre-employment testing. The committee would like to consider employee medical and wellness services at a later date.

Review of the college strategic plan for 2017-18 indicates that the top ten items have either been completed or are currently in progress. The planning process for next year has begun. Strategic Plan for 2017-18 follows this report.

The Budget Committee will soon begin meeting to review the 2017-18 budget and begin discussions on the 2018-19 budget. Departmental budget templates will be sent to departments for their review and response. The templates will be reviewed by the Budget Committee and considered along with department plans by the Strategic Planning Council.

Work continues on the facilities/deferred maintenance plan. Building tours are being conducted to assess the condition of buildings and technology. Faculty and staff input is being documented for follow up. Historical documents are being reviewed to obtain timelines for major remodel and maintenance projects.

**Bookstore**

The January rush period is quieting down in the bookstore. Most of the scholarship students are set for spring 2018, with a few still coming in to pick up books. The cut off for financial aid was January 24, so traffic is slowing down. It is now time to regroup, start book returns and spruce up the store. New apparel will arrive in February-so look for new displays and new items.

The pilot textbook rental program seems to have been a great success! Students were introduced to the program and most rented available titles. Virga is planning to gather numbers and data to see how it has affected sales, etc. The next step will be at the end of the semester, to see how many turn the rental books in on time and the amount of fines that will be assessed to students not returning books. After this data is analyzed, the textbook rental program will be re-evaluated to determine if the rental program should be continued and if more titles should be available through the rental program.

Virga has also been working with Leslie Wenzel and Phil Terpstra to create a report that shows all book titles by publisher that are currently being used by GCCC faculty. There are new products being developed by publishers that could benefit our students. The report will assist in evaluation of these products.

Virga will start spring clothing and gift merchandise purchasing in March. The focus will be on ordering more t-shirt selections. That seems to be the most popular item for students, so a variety of offerings will help with sales.

Dee and Virga have completed the first program review for the bookstore and are patiently waiting to hear back from their committee with their opinions and suggestions. Virga has also completed her department strategic planning goals and submitted them Dee.

### Marketing and Public Relations

Kristi set up a booth to promote the college at Higher Education Days at the Capitol on January 18. She handed out promotional items and view books.

Kristi sent out promotional releases for the Martin Luther King Celebration, Mercer Gallery Opening, Valentine's Concert, Women on Target, and the Endowment Auction ticket sales.

Video Production of the Broncbuster Minute for social media has taken off, and this month's highlights were the CLC, Dr. Swender, Band Members, and the Endowment Association. Professional video commercials produced for tech have been used on social media accounts.

An advertising campaign for fall of 2018 is underway.

Kristi met with Lecia Sims and Phil Terpstra to discuss strategies for promoting the online campus. New pop-up banners have been developed to promote non-traditional student enrollment in automotive and fire science. A photo shoot in the automotive technology lab produced pictures of a non-traditional student that will be used for social media, commercials, print ads, etc.

Two new television commercials are in the works and KSN will be on campus to film February 7. The commercials will air the last part of March for fall 2018 enrollment. New radio scripts to attract non-traditional students in automotive, fire science, and online are in the works, and production will begin on those ads this February for the fall 2018 enrollment push.

Tiffany and Kristi are working on ideas for the 100<sup>th</sup> anniversary celebration upcoming in August of 2019. They are working on gathering costs of promotional materials and brainstorming ideas for community involvement. Tiffany is working on the logo.

### Campus Police

On January 21, 2018 Campus Police Chief Dozier initiated a meeting with the Building Emergency Leaders of our campus. The goal is to enhance safety and communication efforts at Garden City Community College, during emergencies and/or disasters. A Motorola radio is assigned to each of the buildings, with individual employees designated as primary points of contact. Other radios have been distributed to employees designated as alternates and college leadership. Overall, the Emergency Communication System consists of 30 Motorola radios and over 40 employees. Plans are in effect to purchase additional radios for our new buildings and program growth on campus (Band Building and growth with our EMS program). Some of the Building Emergency Leaders have requested a safety brief (walk-thru) for their areas. Chief Dozier will be meeting with personnel at the Fine Arts Building and SCSC (second floor) in the near future.

### Director of Facilities

#### Maintenance:

- Remodeled the EMT classroom and office space. Grounds helped with demo and painted the walls in EMT classroom.
- Hung white board and projector in the EMT offices.
- Removed wallpaper and painted the walls in Glenda Owen's office space in Penka-Nursing.
- After finishing all the remodels, started back on work orders which were at 130. We are at 45 as of now.

#### Grounds:

- Picking Up Trash Main and east Campus
- Cleaning up Maintenance Shop
- Removal of desk and computers East Garden Village
- Snow removal and ice melt
- Fixed fence on East campus above the press box.

#### Custodial:

- MLK speaker in Main gym
- Home basketball games
- 3-day High plains basketball tournaments
- BAA luncheon
- Board meetings
- Complete help desks

#### Print Shop

The Print shop has produced the President's newsletter, Martin Luther King, Jr. Day Celebration programs, game passes for basketball, academic excellence certificates, Broncbuster Minute Endowment video, Basketball program production, President's Circle brochures, President's Circle Luncheon invitations, and textbook printing for the bookstore. Tiffany is working with Kristi to plan ad campaigns for fall 2018.

#### Business Office

The business office submitted federal forms 1099 and 1098T. The 1098T form includes tuition and fees and may be used for educational tax credit on individual income tax forms. There were 3,147 1098T forms submitted with total charges of \$5,305,288. Current year charges increased about \$250,000 from the 2016 totals.

Scholarship/grants reported on the 2017 1098Ts were \$5,431,328. Scholarship and grants include tuition scholarships offered by GCCC, any outside scholarships that were paid to GCCC for our students and Pell grants. Loans and book scholarships are not reported on the 1098T. We reported 2,412 students attending half time or more in at least one semester during 2017.

#### Payroll Department

During the month of January:

- In an effort to be prepared to help in our end of the building, Dallas attended on campus CPR/First-Aid training with one of our GC Firemen/GCCC Adjunct Instructors, Cory Rupp.
- Dallas attended a KASB Negotiation Training in Dodge City for the 2018-19 academic year
- Processed 670 - 2017 Form W-2 – including online employees from two additional tax states.
- Processed 2017 4<sup>th</sup> Qtr. Unemployment Wage Reports for a total of six states
- Processed 237 Form 1095-C

#### Human Resources

The Department of Human Resources has been working with colleges in Kansas to promote job opportunities to their alumni. Many of the colleges have started posting our job openings on job boards and sending email blast. This is a good way for us to get the word out about our job openings to qualified applicants.

Human Resources, Dee Wigner and Payroll have started working on informational meetings for employees about college benefits and policies. This is a good opportunity for employees to get a better understanding of college policies and employee benefits.

Strategic Plan for 2017-18 follows.



Overall Priority Ranking	Department Goals	Planned Activity or Strategies	Progress/Completion	Completion Date	Resource Requirements (in-kind & direct)
1	Technology/infrastructure upgrade (I.T.)	Develop strategy for upgrading internal backbone to 10Gig to support cameras, VOIP, and new servers/SAN and wireless network	10G backbone will be installed this spring. Phone system is fully updated to Voip. Phones will be purchased as funds become available. Wireless upgrades have not been started. Plan has been developed to replace these with both ap/cameras and the rest with regular APs. Cost is \$125,00	Spring 2018	\$150,000
2	Ammonia chiller/chiller addition	Contact Contractors who specialize in ammonia chillers and/or Freon Chillers	Existing chiller was refurbished and is now functioning. Unit will be evaluated for cost effectiveness and efficiency with the intent to refurbish the 2nd ammonia chiller. This will eliminate the need to purchase a new chiller		\$150,000+; \$500,000+
3	Server/SAN upgrade	research companies/vendors; purchase servers; move to virtual environment; protect data on campus	New servers are installed and fully functional. New SAN is installed and fully functional.	Dec-17	\$250,000; significant time for 2 FTE
4	Updating and reformatting the student bill (eChecks) (including Financial Aid piece)	Implement Auto-adjust functionality within Datatel to award federal aid and scholarship awards.	This project is on hold until pending financial aid can be implemented in Ellucian.		use ACA funds to hire consultant if needed

5	Textbooks (costs and accessibility; exploring options for students – rentals, etc...)	Decrease textbook costs by exploring Open Education Resources, online resources and overall book adoption process	Broncbuster Bookstore implemented a book rental program Spring of 2018. The pilot included 6 titles of high use books. The process and financial outcome will be reviewed for possible expansion in the fall.	Spring 2018	
6	portal implementation	research LDAP problems and challenges; determine plan for configuring LDAP to interface with Datatel	In progress for spring 2018		significant time
7	Installation and implementation of Self-serve access to Datatel	Student and employee access to self-service capabilities	Software purchased - anticipated spring/summer implementation	Spring 2018	\$100,000
8	Installation of Canvas ILP product	Allows Datatel to have a cross-walk with Canvas for ease of use for teaching/learning			\$100,000
8	Expand course offerings across campus	Improve online education opportunities; increase transferability of courses;	68 course offerings have been developed with ability to complete Associate degree online through GCCC.	Spring 2018	
10	Redesign web page	Complete redesign of GCCCKS.edu; promotion and marketing emphasis; utilize latest innovations in website design	New company selected with implementation and training during spring 2018.	Spring 2018	one full-time employee; time from collaborators
11	Implement Degree Audit module portion of SIS (Colleague) for degree verification	Implement Degree Audit through Datatel	completing emphasis pathways for catalog in order to build out degree audit online	Summer 2018	
12	Roof repairs		A prioritized timeline was developed to repair/replace damaged roofs. During FY18, roofs were replaced on the library and the DPAC lobby		
13	Fill open Oral Communications/Forensics position		Hired instructor who started on contract in Fall 2017		
14	Increase Adjunct Rate of Pay	Assist in retention and recruitment of adjunct faculty	Funding not available		\$25,000

15	Exterior locks/access control/building control	Contact specialized contractors to obtain best option for GCCC	Doors are being accessed for replacement. Funding is not available for this item	\$100,000+
16	ALICE training/developing campus safety procedures (gun laws, etc)	Create policy which addresses expectations and safety requirements; Facilitate campus safety campaign (use of force, law, weapon carry/storage; Certify instructors through ALICE; Facilitate on-line & scenario based training; promote safety strategies	Weapons policy was approved. GCCC hosted ALICE instructor training with 49 individuals participating. 100 full-time GCCC employees successfully completed the on-line ALICE training. Over 50 employees participated in on-campus scenario based exercises.	Disciplinary process for violations (progressive), \$5K for online course \$2K for instructor certifications \$500 safety equipment
17	purchase Plum cases to allow students to submit assignments during athletic road trips	Implement use of wireless access to assist in student learning during student travel for college-related activities		\$36,000 plus \$3,000 annual fee
18	Professional development activities – fund instructional development activities (workshops, lectures, speakers, etc...)	Develop a multi-year training plan for professional development to assist in enhancing teaching and learning as well as various compliance needs		increased funding for training and professional development
19	Ensure quality data in order to make Data-driven decisions for student completion/retention	Document business practices and procedures for entry points. Create and maintain data dictionary to be used by all departments and reporters		
20	expand services available for students in area of writing lab and tutors	Designate a center coordinator. Hire additional tutors to increase availability to students	Writing center opened in fall 2017 with full-time faculty member assigned as coordinator. Hours available for students to access tutoring	\$3,500
21	new band building remodel and upgrade	remodel existing structure and install technological needs for building	Project Complete in December 2017	\$100,000
22	enhance enrollment through faculty involvement	encourage faculty to recruit students at least three times a year		

23	Phone system upgrade	Only remaining part is to purchase new phones and licenses and install them	Phone system is fully updated to VoIP. Phones will be purchased as funds become available	\$80,000
24	Theatre updates	update fine arts auditorium with curtain, lighting and sound system for use by drama, music and general programming	Funding not available	\$200,000
25	Rebranding/increased marketing	Develop and produce new commercials, print ads, and strategies for social medias to freshen the brand to attract students. Launch a You-Tube Video presence	New radio and print ads have been developed. A video was produced in-house and was launched on social media. 2 new TV commercials were produced for welding and industrial maintenance.	Video Cameras, and studio equipment including lighting and backdrop; Large format printer for signage (\$5,000)
26	Expand the hiring of additional faculty members	Assess the need for hiring additional faculty through enrollment demand and workforce needs		\$65,000 for one new full-time instructor based on highest demand discipline
27	Fine Arts updates	Update tables, chairs, throwing table and classroom space		\$10,000

## **Ryan J. Ruda, Vice President Instruction and Student Services**

### **ADMISSIONS**

Applications received:

January 2017: received 212

January 2018: received 227

Spoke to the AVID classes at GCHS on January 24 and they will tour campus in March.

We had a table set up at the Hi-Plains Basketball tournament January 20-22. We gave away t-shirts and two (2)- \$500 scholarships to students.

The Lakin 6<sup>th</sup> grade class toured campus, January 30. They visited with various technical programs.

We will be present at the GCHS parent/teacher conferences, February 21-22

We will also be attending a Career Fair at Satanta February 7

The JAG program from Liberal will be touring campus February 12

We will be attending a career fair in Leoti, February 14.

The GCHS JAG program will also be touring campus on Thursday, February 15.

JAG is Jobs for America's Graduates – a school to work transition program focused on helping at-risk students graduate from high school and either find employment or become college and career ready.

Attending a college fair at the Thunder ice hockey game February 16. A few tech faculty will also be joining us. Busy scheduling high school visits. The admissions reps will be hitting the road for high school visits early next week. They will visit approximately 45 high schools.

### **Advising:**

KSU / Direct Link was on campus visiting with prospective students and advisors January 23.

FHSU was on campus visiting with students January 17

KSU was on campus January 31 visiting with prospective students.

### **Student Health Services**

Facilitated a Healthy Relationships session sponsored by Student Health & Finney County Health Department.

### **Student Support Services**

The GCCC TRIO Student Support Services staff would like to report that 8% of active participants made the Honorable Mention list for the fall of 2017, 39% were on the Dean's Honor Roll and 9% made the President's Honor Roll for the same time period. That comes to 56% of current participants who are achieving such academic success and have a 3.0 or higher GPA. The goals of students in the program are to 1) earn the best possible grades, 2) stay in school at GCCC each semester (with summer being optional) till graduation, and 3) transfer to a four-year institution to continue work on a bachelor's degree. Staff members would like to thank the faculty, staff, and administration for all your "support" of our program and our students.

### **Activities**

The 2018 Meats Team finished as Reserve Champions of the Southwestern Meats Contest in the lowest scoring finish since 1998 for an A Division Meats Contest. It was a very brutal (challenging/difficult) contest overall. We had one of the lowest beef grading scores in a long time. However, the team finished as Champions in Beef Grading and Lamb Judging, 2<sup>nd</sup> in Pork Judging and Placings and 3<sup>rd</sup> in Beef Judging, Questions and Total Beef. Four classes that the students had to make a choice on a carcass or cut where it would either go bottom or top and we got on the wrong side of that 4 times, that took us from the win to 2<sup>nd</sup>. Overall, they did really good on the most challenging set of lamb questions in many years (out of 50 points, the contest average was 25). Individually, Micaila Lock (Wallace) paced the team scoring 863 points, which was good for 4<sup>th</sup> high individual overall while placing 4<sup>th</sup> in Lamb Judging and 5<sup>th</sup> in Questions and Beef Grading. Joni Loepky (Satanta) was 8<sup>th</sup> overall and was High Individual in Lamb Judging (pretty good considering she missed the previous contest). Jose Sanchez (Garden City) was 14<sup>th</sup> overall placing 2<sup>nd</sup> in Placing classes and 7<sup>th</sup> in Beef Judging. Cole Walters (Kingman) was 16<sup>th</sup> overall placing 7<sup>th</sup> in Pork Judging.

Alternates that competed included: Samuel Mendoza (Garden City) who had our 2<sup>nd</sup> highest score and was 2<sup>nd</sup> in the alternates division; Jayden Rios (Johnson) had our 3<sup>rd</sup> highest score and was 4<sup>th</sup> in the alternates contest; Brooke Hickok (Ulysses) was 12<sup>th</sup> alternate, Chance Jones (Healy) was 14<sup>th</sup> alternate, Alexis Arreola (Garden City) was 18<sup>th</sup> high alternate and Jamie Simmons (Ingalls) was 18<sup>th</sup> high alternate overall.

The GCCC Academic Quiz bowl team has earned a place to compete at the National Academic Quiz Bowl Championships in Chicago on March 2-3. The team earned this honor by their placings and point earnings at competitions throughout this academic year. The team will be practicing in preparation for the tournament. This is a great distinction and honor for the students and showcases their hard work and that of the coaches, Dr. Jean Ferguson and Dr. Will Friesen.

### Technical Education and Workforce Development

The Tech Ed division is off to a roaring start this spring. Enrollment in several programs has increased over the fall 2017 semester. The division continues to explore new opportunities with partnerships and trainings. Also, the entire division is working closely with Kristi Tempel and her marketing team on enhancing and improving marketing efforts with several programs.

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

- Paramedic/EMT
  - Brad Sisk and Stacy Michelle will be attending the Kansas Emergency Medical Technicians Association (KEMTA) conference in February in Hutchinson. They will have a recruiting booth.
  - Stacy Michelle has been invited to speak at two conferences in February: KEMTA in Hutchinson and the Kansas Emergency Medical Services Association symposium in Dodge City. Both are state-level EMS professional organizations and Stacy is repeatedly invited to lecture. Congrats to him!
  - The new class of students in the Paramedic program are working with Dr. Bill Young from Eastern Kentucky University on individual research projects. This is a new endeavor in EMS education to develop the profession by teaching valid pre-hospital research into the EMS system. We believe we are the first community college to address and teach this topic at this level. Hutchinson Community College is also collaborating with GCCC on this project. Both Stacy and Brad are planning to contact KU Medical Center in hopes of developing an Internal Review Board that will allow GCCC to do valid research.
  - The ambulance station on campus is still in progress and is getting cleaner by the day.
  - The renovation project on the paramedic/EMT classroom is finished and looks great. This has greatly enhanced the program's ability to deliver the highest level of training in pre-hospital care.
- Industrial Maintenance
  - Tyler Ramos has begun his latest class with four full-time students. These students were also a part of the college's Adult Learning Center and have now transitioned into college-level courses that will train them and prepare them for employment opportunities right here in Garden City.
  - Tyler Ramos will be teaching a safety course to a large number of Finney County employees on March 5.
- Cosmetology
  - Students in Cosmetology, led by Guillermina Hinde and Mia Horn, have begun working on several projects to enhance the overall appearance and appeal of the program.
    - They completed a video commercial with the hopes of showing it during GCCC basketball games. The commercial focuses on "did you know" and lists the many services that our Cosmetology department can provide to patrons.
    - The classroom and work areas are undergoing a renovation to include new teaching technology (projector, computer, screen, sound system, etc) so students are assisting with removing old tape and "things" that have been hanging on walls for quite some time.

- The program held an up-do competition in the Penka Building in January. Students from the GC3 Media Department attended and took many photos and video for use in their projects.
- Students participated in a project aimed at offering clients assistance and knowledge in face shape, body shape, and clothing. Students went to the local Goodwill store and purchased clothing from their choice of eras and spoke with clients about “how to dress; how not to dress” to highlight personal features.
- Agriculture
  - January was extremely busy in the Ag world here on campus. The Agriculture students, led by Cindy Venjohn, assisted the Kansas Farm Bureau hold their annual “Friends on the Farm” event at the Finney Co Fairgrounds in January. Nearly 900 elementary students (4<sup>th</sup> and 5<sup>th</sup> graders) from local schools attended. In fact, every elementary school in USD 457 participated!
  - On January 31, GCCC hosted over 125 FFA members from 10 schools in SW Kansas as part of their District Sales and Speech contest. This event is quite large and takes a considerable amount of planning and coordination to pull off. Congrats to Cindy Venjohn and everyone who helped her with this event.
- Welding
  - The welding program, led by Kurt Wenzel, Devin Wackerla, and Norman Wyatt, returned 17 full time students out of the 18 from Fall 2017. This is an excellent persistence rate. Congrats to these instructors for all their hard work.
  - Norman Wyatt has 14 students enrolled in his Tuesday night welding class. This is a huge increase over past semesters. The class even includes a father-son duo that are excited to be learning this trade together.
  - The department currently has 10 Tyson employees coming to campus every Friday for the GTAW class. This course is specific industry requested training and has been conducted for several semesters on our campus. Congrats to all three faculty members for continuing to provide a high level of training for these employees.
  - The inaugural welding class at Deerfield High School has four students. The faculty are pleased with these initial numbers, but there is still room for improvement. They hope to increase the enrollment in each upcoming semester.
  - Finally, the Welding Department will be holding its second annual welding competition on March 1. They are hoping to have 40 participants. Last year saw a total of 14 participants and there are already over 25 students signed up for this year!
- Criminal Justice
  - Brandy Unruh and her staff of adjunct instructors enrolled 15 new Freshmen into Criminal Justice classes in January – a slight increase over 2017.
  - The department hosted the Lakin Futures event here on campus in January. A bus-load of 6<sup>th</sup> graders from Lakin Middle School spent the day with several departments here at GCCC and learned about a variety of careers, including everything from Law Enforcement to Automotive Technology. Thanks to Brandy for coordinating and hosting this event!
- Animal Science
  - Dr. Clint Alexander and his students are working with Finney County Farm Bureau to host a BBQ, Grilling and Smoking seminar/workshop with hands-on training in the meat lab on April 28 on campus. They are anticipating 70-90 individuals for this workshop and may also coordinate with Ryan Grubbs on an auto show at the same time here on campus.
  - Dr. Alexander has agreed to work on a research project (carcass data collection) with Dr. Blaine Lowe of Zoetis Animal Health on 2,000 head of cattle, September-October 2018 (\$16,000 project).
  - The Meats Judging team finished 3<sup>rd</sup> at Southwest Invitational, 4<sup>th</sup> at the National Western and Reserve Champions of the Southwestern Contest in January. This team logged nearly 5,000 miles traveled during the month of January! They will take four weeks off until their next event in Houston on March 3<sup>rd</sup>.

- Nursing
  - Patsy Zeller and the Practical Nurse (PN) program are conducting a comprehensive program review as part of the College's accreditation efforts with HLC.
  - The LPN-RN students recently collaborated with the EMS/Paramedic students in a session that focused on skills and specialties for each of the two disciplines. The information sharing will continue with 2-3 subsequent sessions this spring semester.
  - The program implemented a team nursing approach for clinical rotations for PN and LPN-RN students together in acute care setting and simulation.
  
- Automotive Technology
  - This program enters an exciting phase as Ryan Grubbs plans to celebrate the first graduates from his program this May.
  - Enrollment in this program continues to increase and Ryan has plans to greatly enhance his recruiting efforts to attract even more students.
  - Ryan has entered discussions with Kansas Kruisers (a local car enthusiast group) to host a car show on campus this spring.
  - The program utilized funds from the college's Perkins grant to purchase a two-post lift in the auto shop. This lift will allow Ryan and his students the opportunity to work on heavier and larger equipment.
  - As part of a partnership with the local AutoZone store, students will now leave the Automotive Technology program with a full set of mechanic tools once they finish their program. The partnership offered a reduced fee for this custom built set of tools and will provide students with a needed asset after they are finished.
  
- Allied Health
  - January was a "big" month for Allied Health because they were able to hire a new full-time instructor to assist with teaching CNA classes in the area. Ms. Sherri Williams is a big addition to their faculty group and we welcome her to the GCCC family.
  
- John Deere
  - Nate Steinle was our lone instructor in January for John Deere due to the resignation of Greg Unger. Nate has been working "double duty" to keep the program running smoothly and to continue making improvements in the facility.
  - The college has entered into a closer relationship with American Implement here in Garden City to provide instruction in critical areas such as harvesting systems. We are lucky to have technicians from this dealership come onto campus every Thursday to teach this class while we work hard to fill the teaching position.
  
- KanTRAIN grant
  - The grant, led by Amanda White, is entering the very final phases. The final pieces of equipment for both the Welding program and the Industrial Maintenance program have been purchased and are being implemented into classes and trainings.
  - Amanda White will continue to attend regular seminars and workshops associated with the grant and will lead the college's efforts in closing all grant activities and reports over the coming months.