

January 4, 2019

Board of Trustees
Garden City Community College
801 Campus Drive
Garden City, KS 67846

Dear Trustees:

The Board of Trustees will meet in regular session on **Tuesday, January 8, 2019**. The meeting will be held in the **Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:00 PM Dinner in the **Cyber Café** next to Broncbuster Book Store, Beth Tedrow Student Center
6:00 PM Regular board meeting called to order in the **Endowment Room** of the Beth Tedrow Student Center

AGENDA

- I. **CALL TO ORDER:**
 - A. Comments from the Chair
 - B. Open comments from the public (5 minutes per spokesperson)
 - C. President’s Report
 - D. Introduction of new employees
 - E. Report from Student Government Association
 - F. Report from Faculty Senate
 - G. Report from Lewis, Hooper & Dick, re: 2017-2018
 - H. **EXECUTIVE SESSION.....NO BINDING ACTION**
Consultation with the attorney for the Board of Trustees on matters that would be deemed privileged in the attorney-client relationship, specifically potential litigation.
 - I. Discussion of Presidential Search

- II. **CONSENT AGENDA Action**
 - A. Approval of minutes of previous meetings (December 11, 2018,pg. 4
December 14, 2018, December 15, 2018)
 - B. Approval of personnel Actions-Human Resources.....pg. 13
 - B-1 Human Resources Report.....pg. 14
 - B-2 Adjunct/Outreach Contracts.....pg. 15
 - C. Financial information.....pg. 17
 - C-1 Checks processed in excess of \$50,000.....pg. 18
 - C-2 Revenues.....pg. 19
 - C-3 Expenses.....pg. 21
 - C-4 Cash in Bank.....pg. 27
 - D. Acceptance of the GCCC 2017-2018 Audit.....pg. 28

III. **OTHER ACTION**

ORGANIZATION OF OFFICERS - BOARD OF TRUSTEES – 2019

| <u>Election of Officers</u> | <u>Incumbent</u> |
|-----------------------------|--------------------|
| A. Chairman..... | Steve Martinez |
| B. Vice Chairman..... | Terri Worf |
| C. Clerk..... | Dr. Blake Wasinger |

- D. KACCT Representative.....Jeff Crist
- E. Economic Development Corporation Representative.....Steve Martinez

Appointments

- A. Secretary to the Board.....Ryan J. Ruda
- B. Deputy Clerk.....Debra J. Atkinson
- C. College Treasurer.....Karla Armstrong
- D. Designated Agent for KPERS.....Dallas Crist
- E. Alternate Designated Agents for KPERS.....Karla Armstrong
- F. Designated Endowment Representative.....Jeff Crist

Depositor Designations:

- A. Primary Depository for 2019
Commerce Bank

- B. Other Depositories for 2019
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. Ryan J. Ruda Garden City Community College, Interim President
Karla Armstrong Garden City Community College, Vice President for Administrative Services/CFO
Debra J. Atkinson Garden City Community College, Executive Assistant to the President
Debra S. Nicholson Garden City Community College, Comptroller

- D. Professional Service Providers:
College Attorney Randy Grisell
College Architect Gibson Mancini Carmichael & Nelson P.A.

IV. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS **Consensus Approval**
 - A-1a Bi-Annual, Executive Limitations, General Executive Constraints, #6, #7..pg. 29
 - A-2b Annual, Executive Limitations, Information and Advice, #2, #3, #5.....pg. 30
 - A-3c Annual, Executive Limitations Asset Protection, #1, #2, #3, #4, #6, #7.....pg. 32
- B. Review Monitoring Report
No review scheduled.
- C. Board Process and Policy Governance Review

V. OTHER:

- A. Incidental Information.....pg. 37
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT
- D. Report on HLC

VI. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

January 17-18 High Plains League Tournament, DPAC, Conestoga Arena
January 21 Martin Luther King Jr. Day, 10:30 a.m., DPAC
February 12 Board of Trustee Meeting 6:00 p.m., Beth Tedrow Student Center, Endowment Room (move date to February 20)
February 18 President's Day, Campus Closed, No Classes

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT

Dr. Ryan Ruda
Interim President

Steve Martinez
Chairman

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

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

Purposes for Executive Sessions

a. Personnel matters of non-elected personnel

b. Consultation with the body's attorney

c. Employer-employee negotiation

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

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

f. Preliminary discussions relating to acquisition of real property

g. Security, if open discussion would jeopardize security

**MEETING OF TRUSTEES
GARDEN CITY COMMUNITY COLLEGE
December 11, 2018**

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

Others Present: Karla Armstrong, Vice President for Administrative Services/CFO
Craig Atkinson, National American University
Debra Atkinson, Deputy Clerk
Eugene Atkinson, Community Member
Maxine Atkinson, Community Member
Holly Chandler, Reading Instructor
Mark Douglass, Community Member
Toni Douglass, Community Member
Rodney Dozier, GCCC Police Chief
Toni Douglass, Community Member
Rodney Dozier, GCCC Chief of Police
Nicole Dick, Math Instructor
Dr. Jeanie Ferguson, ESL Instructor
Amber Friend, *Garden City Telegram*
Phil Hoke, Drama Instructor, Faculty Senate President
Andrew Knoll, GCCC Network Manager
Aaron Kucharik, Community Member
Colin Lamb, Dean of Student Services/Interim Athletic Director
Winsom Lamb, Social Science Instructor
Jean Lamfers, Attorney
Barb Larson, Community Member
Nelda Lewis, Community Member
Robert Lewis, Attorney
Craig Lurtz, Transportation Coordinator
Dr. Jacquelyn Messinger, Vice President of Institutional Effectiveness and Accountability
Ross Miller, Community Member
Chuck Pfeifer, Dean of Workforce Technology
Derek Ramos, Dean of Physical Planning & Facilities Management
David Rupp, Community Member
Ashley Salazar, Director of Public Relations
Dr. Ryan Ruda, Interim President/Vice President for Instruction/Student Services
David Rupp, Community Member
Zach Worf, Community Member

CALL TO ORDER:

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

COMMENTS FROM THE VICE CHAIR:

Chair Martinez made the following comments.

- Congratulated Ryan Ruda and Jacquelyn Messinger for obtaining their doctorate degrees. In celebration cake was provided for everyone in attendance.

INTRODUCTION OF NEW EMPLOYEES:

No new employees were introduced.

OPEN COMMENTS FROM THE PUBLIC:

Chair Martinez noted five individuals from the public had registered to make comments.

Community member Arron Kucharik publicly thanked the many individuals that were involved with feeding GCCC students that remained on campus for the Thanksgiving holiday.

Holly Chandler, GCCC Reading Instructor, voiced concerns regarding intimidation and retaliation due to participation in an ongoing investigation concerning allegations brought forward to the Trustees at the May 2018 meeting.

Jean Lamfers, attorney, voiced concerns regarding GCCC's compliance with Title IX, efficiency and validity of GCCC investigation process, promptness of investigations, notice of action, follow up and resolution of investigations. Lamfers stated that her research indicated that these concerns are ongoing and that allegations of sexual harassment is not new for GCCC.

Robert Lewis, attorney, continued in the same vein as Ms. Lamfers going to state that an Office of Civil Rights complaint filed in 2006, was not conducted in a prompt manner and outcomes of investigation were not released. Lewis went on to state that a May 10, 2018 Kansas Open Records Request targeted several GCCC individuals. The large amount of information requested resulted in approximately 24 hours of work invested by GCCC Information Technology department to complete the request. Lewis feels that the bill should be paid.

Ross Miller, Community Member, voiced appreciation for all the work and good things that the GCCC Board of Trustees, GCCC administration, faculty and staff have done. Miller stated that there are good things going on at GCCC. Miller went on to urge community, and college to unit and move forward with the process of securing a permanent college president.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

No report was given.

REPORT FROM FACULTY SENATE:

Phil Hoke, Drama Instructor/Faculty Senate President, began his report with congratulating faculty and students for a successful semester. Hoke expressed his thanks to "Santa Ruda" for his appearance at the all employee luncheon on Friday, December 7.

Hoke commended and thanked Dr. Jeanie Ferguson and the students of Academic Challenge Team for their new initiative of adopting ten Buster students for the holidays. These students provided a wish list and the Challenge Team went to work gathering wish list items, wrapping and delivering to the designated students.

Hoke applauded Cindy VenJohn, Agriculture Instructor, for her work with Block and Bridle club to "Fill a Ford"! In addition to Tammy Hutcheson and the Academic building residents' efforts to fill the Campus Closet.

Congratulations were extended to Interim President Ryan Ruda and Jacquelyn Messinger upon the receipt of their PHD's.

Hoke wished Happy Holidays to all.

Chair Martinez thanked Hoke for his report and Merry Christmas to all.

GCCC UPDATE:

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.

Interim President, Ryan Ruda shared the following information with Trustees.

Events and Activities

Exploration Day

Each year, junior and senior high school students are invited to GCCC for a full day of engaging presentations and activities, which allow them to learn about the opportunities for education available at GCCC in a field of their choice.

Exploration Day 2018 was held on November 15, approximately 500 high school students attended. Breakout sessions were led by faculty and staff within each department. Brandy Unruh, Criminal Justice instructor, organized college freshman and sophomore criminal justice students to help demonstrate various strategies for taking finger prints. High school students had the opportunity to engage with college students already attending GCCC and to experience the criminal justice program with hands-on activities. Many of the breakout sessions were broadcast live on Facebook. Attending students were treated to lunch and had the opportunity to visit club and community booths at the activities fair that was hosted at midday by GCCC. Four \$1,000 scholarships were awarded at the end of the day.

Criminal Justice Hosts Career Fair

The Department of Public Safety hosted a Criminal Justice Career Fair on November 14, inviting local employers and from around the state. What an opportunity to showcase work-ready students from Garden City Community College Criminal Justice program. Garden City Police Department and the Finney County Sheriff's Department participate in this annual event.

Fill A Ford

Garden City Community College Block and Bridle club, partnered with Burtis Motors to work together to "Fill A Ford" with toys for local children in need. The event seeks to fill the bed of a Ford pickup truck with new and un-wrapped toy donations for children in our community. Over 15 bags of toys were collected.

Coffee with the President

Many community members came to the December Coffee with the President event at McDonald's east on December 7. These events were created to open lines of communication between GCCC and the community members.

Concert Band and Jazz Ensemble Concert

Band concerts were held on November 27 so that Band students could attend the 2018 National Football Championship game in Pittsburg Kansas on November 29. ;

Tuba and euphonium players also performed, under the direction of Casey Hands and Joe Lowery, in the community Tuba Christmas presentation on December 8.

Choral Vespers Christmas Concert

The Christmas Vespers concert was held in Pauline Joyce fine arts on December 3. It was a night of beautiful voices and music, GCCC vocalists were accompanied by the Garden City Community Choir, and Sean Boller served as a guest pianist.

Guitar and Rock Ensemble Concert

The guitar concert, led by guitar instructor, Tim Routon, and the Rock Ensemble concert, assisted by Joe Lowery, was held at the Pauline Joyce Auditorium on Monday, December 3.

Celebrations

PTK Founders Day

Phi Theta Kappa celebrated Founders Day on November 14 with a reception in the Beth Tedrow Student Center Portico. Visitors enjoyed cookies, brownies, and tea while visiting with several student members and learning about the fraternity from the posters displayed on tables. PTK members also filled shoe boxes for donations to

Operation Christmas Child, a non-profit foundation that delivers Christmas gifts to children around the world during the holiday season.

SSS Graduation Celebration

Student Support Services honored December graduates who participate in the Student Support Services program by hosting a come-and-go reception on December 6 in the Saffell Library lobby area. Visitors were encouraged to visit with the graduates, sign notes of congratulations, and enjoy a slice of cake during the event.

All-Employee Christmas Luncheon

The annual Christmas Luncheon was full of new traditions and fun games this year. All employees gathered over a holiday meal from Great Western Dining, on Friday, December 7. The meal was followed by several team and individual Christmas-themed competitions—including athletic competitions of tossing letters to Santa into mailboxes and tossing balls into stocking, holiday skill competitions of hanging Christmas ornaments, and caroling while eating marshmallows. Santa made an appearance to thank the employees for their great work this year.

Academic Building Holiday Picture

Some campus families are celebrating the holiday in their own ways—the Academic Building family even decided to send out their own Christmas cards this year.

Employee Potluck

The all employee potluck was hosted on Monday, December 10 in the east gymnasium.

Competition

National Championship Game and Commercial

The GCCC Football team was named the 2018 KJCCC Champions and also received a bid to play in the 2018 National Championship Game in Pittsburg, KS. Many joined the team on the road, including the band and cheer and dance teams.

For the first time in GCCC history, the 2018 National Championship Game played in Pittsburg, KS was broadcasted live on television on the CBS Sports Network. GCCC sponsored two commercials that were aired during the course of the game.

Tom Minnick Announced as New Football Coach in Press Conference

Wednesday, December 5, GCCC announced the hiring of Head Football Coach, Tom Minnick. The press conference was live streamed from the Dennis Perryman Athletic Center.

Quiz Bowl Takes First

GCCC Collegiate Quiz Bowl Team placed first overall on December 1 at the Cowley College Snow Bowl Tournament. GCCC's A team took 1st place overall with a record of 8 wins, 1 tie, and 0 losses. GCCC's B team took 8th place with a record of 3 wins and 6 losses.

Upcoming Events

December 14 : Facebook Live at Klaus Wood Pellets @ 11AM

Join live on facebook or at the location to learn more about the partnership with Klaus and get additional questions about GCCC answered by myself (Interim President Ruda).

December 17 through January 1st: Campus Closed for Christmas Break

January 21: MLK Jr. Day Celebration with Bryan Terrell Clark— The Broadway actor from *Hamilton: An American Musical* encourages audiences to define themselves on their own terms, find their purpose in life, and create a positive impact on others.

GCCC Office Hours:

Beginning January 2, 2019 Garden City Community College hours of operation will be changing to serve our community in a more efficient manner. This decision was not lightly made. Many discussions at the cabinet level have taken place and we feel the following is a good alternative and is the best way to have GCCC services assessable to community needs.

This change will effect staff hours only.

| | |
|--------------------------------------|-----------------------------------------------------------------------|
| Monday, Tuesday, Wednesday, Thursday | 8:00 a.m. to 4:30 p.m. |
| Thursday | 8:00 a.m. to 7:00 p.m. (Business Office and Student Services Only) |
| Friday | 8:00 a.m. to 4:00 p.m. |

BRONCBUSTER ATHLETIC ASSOCIATION:

In response to a request from Trustee Hitz, at the November Board of Trustee meeting Interim President Dr. Ryan Ruda provided Trustees with financial information for Broncbuster Athletic Association (BAA). The information reflects that BAA currently has a checking balance of \$31,151.45 and a CD of \$20,747.58. Dr. Ruda went on to share that some receivables were still outstanding and work is currently underway to collect them.

Trustee Hitz stated that BAA had been organized in the beginning to raise scholarship dollars for out of state athletes. Trustee Hitz went on to shared that in his personal opinion the BAA Board should be reconstituted from the top down. In his opinion there were former board members that would be willing to serve and donors willing to give if BAA would act to reorganize.

CONSENT AGENDA:

Chair Martinez asked if Trustees wished to remove any items from the consent agenda. Item D, Approval of Additional Malt Beverage and Alcoholic Liquors Locations, was removed for discussion and separate vote.

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

Motion:

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

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

Nays:

Motion carried: 6-0

Approved actions follow:

(A) APPROVED MINUTES of previous meetings (November 1, 2018, November 6, 2018, November 13, 2018)
(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.)

II- C - APPROVAL OF ADDITIONAL MALT BEVERAGE AND ALCOHOLIC LIQUORS LOCATIONS:

In 2014 the locations listed below were approved as designated areas for the possession and consumption of adult beverages at special occasions during the year, such as VIP holiday receptions, and philanthropic events in which adult beverages could be served.

1. Endowment Room, Atrium, and Portico area of the Beth Tedrow Student Center,
2. DPAC: Hall of Fame Room with office suite, meeting room #1006, and main gym,
3. Broncbuster Multi-Sports Complex Tailgate area (fenced area northwest section of complex) and two designated field viewing boxes,
4. President's Lobby and Conference Room in Student and Community Services Center (SCSC).
5. President's office suite in the Student and Community Service Center (SCSC) April 2017.

Administration requests approval of the addition of the Cafeteria in the Beth Tedrow Student Center (BTSC) to approved locations for consumption and possession of adult beverages.

Motion:

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

Dr. Ruda reassured Trustees that the college does have a vetting process for internal and external events where requests to serve alcohol are presented. Approval of such requests require the approval of the President of Garden City Community College. Campus Police monitor such events to ensure that appropriate service and that students do not have access to the designated alcoholic service area.

Vote was taken after appropriate discussion.

Ayes: Douglass, Martinez, Wasinger, Worf

Nays: Crist, Hitz

Motion carried: 4-2

MONITORING REPORTS and ENDS REPORTS:

No monitoring reports were scheduled for report.

REVIEW OF MONITORING REPORTS:

No reviews were scheduled.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Proposed addition to General Executive Constraints, #11, as listed below, was presented to Trustees for consideration..

The President shall not fail to maintain compliance of policies regarding sexual misconduct by Garden City Community College employees, and/or students.

Motion:

Douglass moved, seconded by Hitz to approve proposed addition to General Executive Constraints, #11 as presented.

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

Nays:

Motion carried: 6-0

Trustee Hitz took a few minutes to commend Craig Lurtz, Coordinator of Transportation, regarding the maintenance and safety of GCCC fleet. Dr. Ruda noted that GCCC does have a rotation plan for college vehicles, however, replacement depends on current budget.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

Trustee Martinez reported the following:

- FCEDC continues to move forward on solutions for child care in our community.
- FCEDC toured the “Brew House” recently. Grand opening will be soon.

REPORT FROM KANSAS ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

Trustee Crist reported the following:

- Trustee Crist indicated he and Dr. Ruda attended the quarterly meetings held Independence Community College on December 2-3. Trustee Crist shared a handout that was presented at the meeting which included facts regarding Kansas enrollment, the budget and education, expanding campus and number entering and are ready for college

CALENDAR DATES:

Chair Martinez reviewed calendar dates with Trustees.

EXECUTIVE SESSION:

No Executive Session was held.

ADJOURNMENT:

Motion:

Wasinger moved, seconded by Douglass to adjourn the December 11, 2018 Garden City Board of Trustee meeting.

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

Nays: None

Motion carried: 6-0

Meeting adjourned at 7:12 p.m.

UPCOMING CALENDAR EVENTS:

| | |
|-------------------|----------------------------------------------------------------------------------------|
| January 8, 2019 | GCCC Board of Trustee Meeting, 6:00 p.m., Endowment Room of Beth Tedrow Student Center |
| February 12, 2019 | GCCC Board of Trustee Meeting, 6:00 p.m., Endowment Room of Beth Tedrow Student Center |
| February 18, 2019 | No Classes, Offices Closed in observance of President’s Day |

Debra J. Atkinson
Deputy Clerk

Ryan Ruda
Interim President

Steve Martinez
Chair of the Board

GARDEN CITY COMMUNITY COLLEGE

Professional Development

December 14, 2018

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

Others Present: Brad Ebersole, Association of Community College Trustees (ACCT), Executive Search and Board Development Consultant

The Board of Trustees met in special session at 6:00 p.m. on December 14, 2018 in the Kinney Room of Beth Tedrow Student Center.

The purpose of the meeting was to focus on the expectations for Presidential candidates by the members of the Garden City Community College Board of Trustees as the board moves forward with the presidential search process.

Brad Ebersole, ACCT Executive Search and Board Development Consultant, discussed/advised Trustees on the importance of a healthy, functional, work relationship between the board of trustees and the president. Ebersole went on to share that “boards” should treat the presidential transition as a strategic imperative which supports and protects the college’s well-being, assets, reputation, value proposition, and integrity, all while advancing the institution toward students’ success.

Meeting adjourned at 9:00 p.m.

Debra Atkinson
Deputy Clerk

Dr. Ryan Ruda
Interim President

Steve Martinez
Chair of the Board

GARDEN CITY COMMUNITY COLLEGE

Professional Development

December 15, 2018

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

Others Present: Brad Ebersole, Association of Community College Trustees (ACCT), Executive Search and Board Development Consultant

The Board of Trustees met in special session at 8:30 a.m. on December 15, 2018 in the Kinney Room of Beth Tedrow Student Center.

The purpose of the meeting was to focus on the Presidential search timeline, and to familiarize the members of the Garden City Community College Board of Trustees with the processes as a candidate is chosen to lead the college as President and Chief Executive Officer.

Meeting adjourned at 9:00 p.m.

Debra Atkinson
Deputy Clerk

Dr. Ryan Ruda
Interim President

Steve Martinez
Chair of the Board

Agenda No: II-B

Date: January 8, 2019

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

Presenter: Acting Interim President, Dr. Ryan Ruda

Background Information:

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

Budget Information:

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

Recommended Board Action:

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

Board Action Taken: Approved Disapproved
 Ayes Nays No Action

Board Member Notes:



January 3, 2019

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

New Hires

William Harris, Assistant Football Coach, effective December 5, 2018
Michael Orthmann, Assistant Football Coach, effective, December 5, 2018
James Peyton, Assistant Football Coach, effective, December 6, 2018
Vicky Reyes, Coordinator of Online Services, effective, January 2, 2018
Brenda Barrett, Research Analyst, effective, January 2, 2019
Julie Farr, Administrative Assistant – Technical Building, effective, January 2, 2019
Joshua Brewer, Head Strength and Conditioning Coach, effective, January 2, 2019
Aaron Cheatwood, Assistant Football Coach, effective, January 2, 2019
Gerardo Dominguez, Assistant Football Coach, effective, January 2, 2019
Jordan Veness-Irsik, Chemistry, effective, January 3, 2019
Roman Simon, Paramedic Instructor, effective, January 3, 2019

Resignations

Mackinley Rolle, Assistant Football Coach, effective December 7, 2018
Dalton Williams, Assistant Football Coach, effective, December 14, 2018
Joshua Hager, Assistant Football Coach, effective, December 14, 2018
John Powers, Assistant Football Coach, effective, December 14, 2018
Quincy Woods, Assistant Football Coach, effective, December 14, 2018
Benjamin Bradley, Assistant Football Coach, effective, December 14, 2018
Jonathan Clark, Assistant Football Coach, effective, December 14, 2018
Sydney Strickert, Records Assistant, effective, January 4, 2019
Carlos Rivera, SSS Advisor, effective, January 4, 2019

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 01/08/2019)

| INSTRUCTOR | CLASS | AMOUNT |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------|
| ADJUNT CONTRACTS | | |
| Adams, Karen | Basic Nutrition HPER-115-51 - 3.00 credit hour(s) 3/6 of 3.00 credit hour(s) X \$600.00 = \$900.00 12/10/2018 - 12/28/2018 | \$900.00 |
| Adams, Karen | Substance Abuse HPER-107-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 12/10/2018 - 12/28/2018 | \$1,800.00 |
| Eldridge, Ronda | Music History & Appreciation MUSC-108-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 12/10/2018 - 12/28/2018 | \$1,500.00 |
| Greathouse, Lachele | Intro Computer Concepts & Appl CSCI-110-53 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 12/10/2018 - 12/28/2018 | \$1,800.00 |
| Hutcheson, Tammy | General Psychology PSYC-101-52 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 12/10/2018 - 12/28/2018 | \$1,800.00 |
| Knutson, Michael | Art Appreciation ARTS-120-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 12/10/2018 - 12/28/2018 | \$1,800.00 |
| Lamb, Winsom | Introduction to Sociology SOC1-102-52 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 12/10/2018 - 12/28/2018 | \$1,800.00 |

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 01/08/2019)

| | | |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Miller, Patricia | KSPN Medical/Surgical Nursing I Clinical PNRS-105-01 - 2.00 credit hour(s) 105.18 contact hours X \$27.50/hr = \$2892.45 10/15/2018 - 12/04/2018 | \$2,892.45 |
| Salazar, Nicholas | Lifetime Fitness HPER-121-51 - 2.00 credit hour(s) 2.00 credit hour(s) X \$600.00 = \$1200.00 12/10/2018 - 12/28/2018 | \$1,200.00 |
| Salazar, Nicholas | Lifetime Fitness HPER-121-52 - 2.00 credit hour(s) 2.00 credit hour(s) X \$600.00 = \$1200.00 12/10/2018 - 12/28/2018 | \$1,200.00 |
| Wenzel, Leslie | Health Education HPER-106-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 12/10/2018 - 12/28/2018 | \$1,500.00 |
| Wenzel, Leslie | Health Education HPER-106-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 12/10/2018 - 12/28/2018 | \$1,500.00 |
| Wenzel, Leslie | College Success PCDE-101-52 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 12/10/2018 - 12/28/2018 | \$500.00 |

| | |
|--------------------------------|--------------------|
| TOTAL ADJUNCT CONTRACTS | \$20,192.45 |
|--------------------------------|--------------------|

Agenda No: II-C

Date: January 8, 2019

Topic: Financial Information

Presenter: **Acting Interim President, Dr. Ryan Ruda**

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

December 2018

Purchases over \$50,000 requiring bid sheets

Payments over \$50,000 not requiring bid sheets

- Check #267231 to Blue Cross-Blue Shield of Kansas for \$98,792.55 for January 2019 health insurance premiums for employees.
- Check #267283 to City of Garden City for \$52,803.17 for monthly utilities
- Check #267285 to Commerce Bank for \$77,347.44 for various purchase card purchases.
- Check #267307 to Great Western Dining for \$83,392.94 for various invoices.

Fiscal Year: 2019

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 | 61.00 | 927,460.00- | 2,105,000.00- | 1,177,540.00- | 55.94 |
| 11-00-0000-00000-4004 TUITION OUT OF STA | 0.00 | 0.00 | 113,440.00- | 410,000.00- | 296,560.00- | 72.33 |
| 11-00-0000-00000-4005 ACAD COURSE FEE : | 0.00 | 378.00- | 50,967.00- | 110,000.00- | 59,033.00- | 53.67 |
| 11-00-0000-00000-4007 TECHNOLOGY FEE-C : | 0.00 | 1,740.23- | 281,279.74- | 525,000.00- | 243,720.26- | 46.42 |
| 11-00-0000-00000-4011 MISC STUDENT BILL | 0.00 | 48.00 | 1,430.93 | 75,100.00 | 73,669.07 | 98.09 |
| 11-00-0000-00000-4013 TUITION INTERNATIO | 0.00 | 0.00 | 61,936.00- | 115,000.00- | 53,064.00- | 46.14 |
| 11-00-0000-00000-4014 TUITION BORDER STA | 0.00 | 0.00 | 104,925.00- | 255,000.00- | 150,075.00- | 58.85 |
| 11-00-0000-00000-4015 ONLINE COURSE FEE | 0.00 | 5,040.00- | 100,047.00- | 345,000.00- | 244,953.00- | 71.00 |
| 11-00-0000-00000-4016 NO SHOW FEE : GENE | 0.00 | 450.00- | 6,150.00- | 13,500.00- | 7,350.00- | 54.44 |
| 11-00-0000-00000-4018 RESOURCE CHARGE : | 0.00 | 1,072.00- | 176,320.00- | 360,000.00- | 183,680.00- | 51.02 |
| 11-00-0000-00000-4020 INTERNATIONAL FEE | 289.59 | 150.00- | 171.86- | 4,100.00- | 4,217.73- | 102.87 |
| 11-00-0000-00000-4021 TUITION ONLINE : G | 0.00 | 8,235.00- | 197,640.00- | 315,000.00- | 117,360.00- | 37.26 |
| 11-00-0000-00000-4501 BUILDING/ROOM RENT | 0.00 | 1,350.00- | 16,665.00- | 30,000.00- | 13,335.00- | 44.45 |
| 11-00-0000-00000-4512 VENDING MACHINES : | 0.00 | 559.09- | 2,491.01- | 5,000.00- | 2,508.99- | 50.18 |
| 11-00-0000-00000-4601 STATE OPERATING GR | 0.00 | 0.00 | 834,253.00- | 1,668,505.00- | 834,252.00- | 50.00 |
| 11-00-0000-00000-4803 AD VALOREM PROPERT | 0.00 | 0.00 | 162,449.81- | 9,819,183.00- | 9,656,733.19- | 98.35 |
| 11-00-0000-00000-4805 MOTOR VEHICLE PROP | 0.00 | 0.00 | 574,551.35- | 680,000.00- | 105,448.65- | 15.51 |
| 11-00-0000-00000-4806 RECREATIONAL VEHIC | 0.00 | 0.00 | 8,181.58- | 9,000.00- | 818.42- | 9.09 |
| 11-00-0000-00000-4807 DELINQUENT TAX : G | 0.00 | 0.00 | 84,743.80- | 185,000.00- | 100,256.20- | 54.19 |
| 11-00-0000-00000-4808 PAYMENTS IN LIEU O | 0.00 | 0.00 | 0.00 | 151,000.00- | 151,000.00- | 100.00 |
| 11-00-0000-00000-4809 RENTAL EXCISE TAX | 0.00 | 0.00 | 7,557.28- | 12,000.00- | 4,442.72- | 37.02 |
| 11-00-0000-00000-4810 16/20 M TAX : GENE | 0.00 | 0.00 | 250.85- | 16,000.00- | 15,749.15- | 98.43 |
| 11-00-0000-00000-4814 COMMERCIAL VEHICLE | 0.00 | 0.00 | 14,688.84- | 87,500.00- | 72,811.16- | 83.21 |
| 11-00-0000-00000-4815 WATERCRAFT CURRENT | 0.00 | 0.00 | 156.65- | 15,000.00- | 14,843.35- | 98.96 |
| 11-00-0000-00000-4816 TIF TAX : GENERAL | 0.00 | 0.00 | 2,765.25 | 150,000.00 | 147,234.75 | 98.16 |
| 11-00-0000-00000-4817 NEIGH REVT : GENER | 0.00 | 0.00 | 10,513.85 | 35,000.00 | 24,486.15 | 69.96 |
| 11-00-0000-00000-4902 INTEREST INCOME : | 0.00 | 10,657.28- | 27,509.89- | 100,000.00- | 72,490.11- | 72.49 |
| 11-00-0000-00000-4904 REIMBURSED SALARY | 0.00 | 1,150.00- | 5,737.50- | 40,000.00- | 34,262.50- | 85.66 |
| 11-00-0000-00000-4905 ADMINISTRATIVE ALL | 0.00 | 0.00 | 30,659.97- | 75,000.00- | 44,340.03- | 59.12 |
| 11-00-0000-00000-4907 MISCELLANEOUS INCO | 0.00 | 290.00- | 121,573.62- | 74,609.00- | 46,964.62 | 62.94- |
| 11-00-0000-00000-4912 TRANSCRIPTS : GENE | 0.00 | 516.00- | 4,792.34- | 10,000.00- | 5,207.66- | 52.08 |
| 11-00-0000-00000-4999 CONTRA-REV/FUND TR | 0.00 | 0.00 | 0.00 | 1,313,140.00 | 1,313,140.00 | 100.00 |
| ===== | | | | | | |
| Totals for FUND: 11 - GENERAL | 289.59 | 31,478.60- | 3,901,889.06- | 15,962,157.00- | 12,060,557.53- | 75.56 |
| ===== | | | | | | |
| 12-00-0000-00000-4005 ACAD COURSE FEE : | 0.00 | 0.00 | 162,168.36- | 263,324.00- | 101,155.64- | 38.41 |
| 12-00-0000-00000-4015 ONLINE COURSE FEE | 0.00 | 630.00- | 27,231.00- | 30,000.00- | 2,769.00- | 9.23 |
| 12-00-0000-00000-4601 STATE OPERATING GR | 0.00 | 0.00 | 499,610.00- | 999,220.00- | 499,610.00- | 50.00 |
| 12-00-0000-00000-4603 STATE PMT FOR TUIT | 0.00 | 0.00 | 0.00 | 80,000.00- | 80,000.00- | 100.00 |
| 12-00-0000-00000-4999 CONTRA-REV/FUND TR | 0.00 | 0.00 | 0.00 | 1,313,140.00- | 1,313,140.00- | 100.00 |
| ===== | | | | | | |
| Totals for FUND: 12 - PTE FUND | 0.00 | 630.00- | 689,009.36- | 2,685,684.00- | 1,996,674.64- | 74.35 |

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|------------------------------------------|--------|------------|---------------|----------------|----------------|--------|
| 61-00-0000-00000-4803 AD VALOREM PROPERT | 0.00 | 0.00 | 8,206.72- | 495,799.00- | 487,592.28- | 98.34 |
| 61-00-0000-00000-4805 MOTOR VEHICLE PROP | 0.00 | 0.00 | 29,065.36- | 32,840.00- | 3,774.64- | 11.49 |
| 61-00-0000-00000-4806 RECREATIONAL VEHIC | 0.00 | 0.00 | 413.88- | 419.00- | 5.12- | 1.22 |
| 61-00-0000-00000-4807 DELINQUENT TAX : G | 0.00 | 0.00 | 4,296.38- | 9,380.00- | 5,083.62- | 54.20 |
| 61-00-0000-00000-4808 PAYMENTS IN LIEU O | 0.00 | 0.00 | 0.00 | 7,292.00- | 7,292.00- | 100.00 |
| 61-00-0000-00000-4809 RENTAL EXCISE TAX | 0.00 | 0.00 | 382.31- | 0.00 | 382.31 | 0.00 |
| 61-00-0000-00000-4810 16/20 M TAX : GENE | 0.00 | 0.00 | 12.73- | 749.00- | 736.27- | 98.30 |
| 61-00-0000-00000-4814 COMMERCIAL VEHICLE | 0.00 | 0.00 | 743.10- | 4,922.00- | 4,178.90- | 84.90 |
| 61-00-0000-00000-4815 WATERCRAFT CURRENT | 0.00 | 0.00 | 7.92- | 0.00 | 7.92 | 0.00 |
| 61-00-0000-00000-4816 TIF TAX : GENERAL | 0.00 | 0.00 | 139.74 | 20,000.00 | 19,860.26 | 99.30 |
| 61-00-0000-00000-4817 NEIGH REVT : GENER | 0.00 | 0.00 | 531.34 | 0.00 | 531.34- | 0.00 |
| 61-00-0000-00000-9999 CONTINGENCY ACCOUN | 0.00 | 0.00 | 0.00 | 468,599.00- | 468,599.00- | 100.00 |
| ===== | | | | | | |
| Totals for FUND: 61 - CAPITAL OUTLAY | 0.00 | 0.00 | 42,457.32- | 1,000,000.00- | 957,542.68- | 95.75 |
| ===== | | | | | | |
| Totals for BUDGET.OFFICER: Unassigned | 289.59 | 32,108.60- | 4,633,355.74- | 19,647,841.00- | 15,014,774.85- | 76.42 |

Fiscal Year: 2019

FUND: 11 - GENERAL

| GL Account | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available | % Avail |
|----------------------------------------|------------------|------------|------------|---------------|------------|---------|
| DEPARTMENT: 11005 - INSTRUCTION SALARY | 0.00 | 1,072.60 | 5,362.78 | 0.00 | 5,362.78- | 0.00 |
| DEPARTMENT: 11010 - BUSINESS & ECONOMI | 0.00 | 19,904.60 | 102,373.24 | 212,920.00 | 110,546.76 | 51.92 |
| DEPARTMENT: 11020 - HUMANITIES | 0.00 | 7,504.83 | 40,525.75 | 69,664.00 | 29,138.25 | 41.83 |
| DEPARTMENT: 11021 - ENGLISH | 0.00 | 32,456.74 | 167,510.41 | 403,350.00 | 235,839.59 | 58.47 |
| DEPARTMENT: 11022 - SPEECH | 0.00 | 8,672.73 | 38,916.10 | 70,731.00 | 31,814.90 | 44.98 |
| DEPARTMENT: 11023 - PHILOSOPHY | 0.00 | 403.69 | 1,614.76 | 0.00 | 1,614.76- | 0.00 |
| DEPARTMENT: 11024 - PHOTOGRAPHY | 0.00 | 403.69 | 1,614.76 | 0.00 | 1,614.76- | 0.00 |
| DEPARTMENT: 11025 - JOURNALISM | 0.00 | 4,179.60 | 25,429.30 | 53,190.00 | 27,760.70 | 52.19 |
| DEPARTMENT: 11026 - BROADCASTING | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | 100.00 |
| DEPARTMENT: 11030 - ART | 1,129.75 | 11,521.44 | 61,016.36 | 141,383.00 | 79,236.89 | 56.04 |
| DEPARTMENT: 11031 - DRAMA | 400.00 | 6,928.70 | 30,577.40 | 76,541.00 | 45,563.60 | 59.53 |
| DEPARTMENT: 11032 - VOCAL MUSIC | 352.67 | 7,006.81 | 34,986.13 | 85,010.00 | 49,671.20 | 58.43 |
| DEPARTMENT: 11033 - INST MUSIC | 0.00 | 12,877.43 | 68,302.53 | 101,349.00 | 33,046.47 | 32.61 |
| DEPARTMENT: 11040 - SCIENCE | 453.80 | 27,562.70 | 141,038.43 | 368,215.00 | 226,722.77 | 61.57 |
| DEPARTMENT: 11050 - MATH | 0.00 | 27,920.02 | 149,330.60 | 281,490.00 | 132,159.40 | 46.95 |
| DEPARTMENT: 11060 - SOCIAL SCIENCE | 0.00 | 32,866.96 | 172,858.35 | 305,404.00 | 132,545.65 | 43.40 |
| DEPARTMENT: 11070 - HEALTH & PHYSICAL | 0.00 | 7,656.42 | 37,819.79 | 63,902.00 | 26,082.21 | 40.82 |
| DEPARTMENT: 11071 - WELLNESS-SUPER CIR | 0.00 | 5,521.22 | 32,639.87 | 79,943.00 | 47,303.13 | 59.17 |
| DEPARTMENT: 11081 - READING | 0.00 | 5,019.43 | 29,008.01 | 60,736.00 | 31,727.99 | 52.24 |
| DEPARTMENT: 11082 - ESL | 0.00 | 5,914.24 | 29,681.55 | 73,480.00 | 43,798.45 | 59.61 |
| DEPARTMENT: 11083 - COLLEGE SKILLS | 0.00 | 934.17 | 12,122.12 | 3,057.00 | 9,065.12- | 296.53- |
| DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA | 0.00 | 414.02 | 3,239.28 | 2,325.00 | 914.28- | 39.31- |
| DEPARTMENT: 11100 - TECHNOLOGY--INSTRU | 6,361.88 | 42,887.41 | 327,070.14 | 612,170.00 | 278,737.98 | 45.53 |
| DEPARTMENT: 12220 - JOHN DEERE AG TECH | 0.00 | 0.00 | 34.27- | 0.00 | 34.27 | 0.00 |
| DEPARTMENT: 12242 - CHALLENGE COURSE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEPARTMENT: 41000 - LIBRARY | 2,087.01 | 12,967.89 | 85,367.33 | 188,072.00 | 100,617.66 | 53.50 |
| DEPARTMENT: 41009 - COMPREHENSIVE LEAR | 0.00 | 7,224.58 | 43,733.73 | 88,316.00 | 44,582.27 | 50.48 |
| DEPARTMENT: 42000 - DEAN OF LEARNING S | 224,034.25 | 12,457.73 | 108,966.46 | 1,016,074.00 | 683,073.29 | 67.23 |
| DEPARTMENT: 42001 - DEAN OF ACADEMICS | 0.00 | 12,695.50 | 78,334.61 | 159,434.00 | 81,099.39 | 50.87 |
| DEPARTMENT: 42002 - OUTREACH | 0.00 | 15,277.24 | 85,058.03 | 94,293.00 | 9,234.97 | 9.79 |
| DEPARTMENT: 44000 - INSTRUCTIONAL DESI | 0.00 | 5,369.59 | 34,812.50 | 72,706.00 | 37,893.50 | 52.12 |
| DEPARTMENT: 46000 - DEVELOPMENTAL EDUC | 0.00 | 5,788.46 | 35,080.01 | 70,875.00 | 35,794.99 | 50.50 |
| DEPARTMENT: 50000 - DEAN OF STUDENT SE | 0.00 | 25,240.28 | 160,737.85 | 312,199.00 | 151,461.15 | 48.51 |
| DEPARTMENT: 50001 - STUDENT SUPPORT SE | 0.00 | 0.00 | 0.00 | 13,225.00 | 13,225.00 | 100.00 |
| DEPARTMENT: 50010 - COUNSELING & GUIDA | 0.00 | 12,177.94 | 68,714.08 | 166,793.00 | 98,078.92 | 58.80 |
| DEPARTMENT: 50011 - ASSESSMENT/TESTING | 0.00 | 4,192.49 | 28,775.37 | 56,965.00 | 28,189.63 | 49.49 |
| DEPARTMENT: 50020 - FINANCIAL AID OFFI | 0.00 | 24,158.19 | 154,660.69 | 353,866.00 | 199,205.31 | 56.29 |
| DEPARTMENT: 50030 - ADMISSIONS | 38.50 | 11,584.93 | 78,905.57 | 155,378.00 | 76,433.93 | 49.19 |
| DEPARTMENT: 50040 - REGISTRAR'S OFFICE | 0.00 | 16,629.14 | 81,197.67 | 172,257.00 | 91,059.33 | 52.86 |
| DEPARTMENT: 50050 - STUDENT HEALTH SER | 0.00 | 4,695.56 | 31,613.65 | 70,690.00 | 39,076.35 | 55.28 |
| DEPARTMENT: 55000 - DIRECTOR OF ATHLET | 520.00 | 16,216.62 | 353,472.94 | 763,894.93 | 409,901.99 | 53.66 |
| DEPARTMENT: 55001 - MEN'S BASKETBALL | 0.00 | 15,491.40 | 89,566.63 | 178,099.69 | 88,533.06 | 49.71 |
| DEPARTMENT: 55002 - WOMEN'S BASKETBALL | 0.00 | 13,664.61 | 93,214.28 | 164,427.34 | 71,213.06 | 43.31 |
| DEPARTMENT: 55003 - MEN'S TRACK | 0.00 | 6,491.53 | 29,164.41 | 67,480.00 | 38,315.59 | 56.78 |
| DEPARTMENT: 55004 - WOMEN'S TRACK | 0.00 | 6,535.69 | 24,976.25 | 66,972.00 | 41,995.75 | 62.71 |
| DEPARTMENT: 55005 - WOMEN'S SOFTBALL | 0.00 | 9,228.67 | 64,483.95 | 123,115.00 | 58,631.05 | 47.62 |
| DEPARTMENT: 55006 - FOOTBALL | 0.00 | 57,621.08 | 337,914.33 | 527,283.00 | 189,368.67 | 35.91 |
| DEPARTMENT: 55007 - BASEBALL | 1,644.00 | 10,714.78 | 75,904.21 | 161,311.00 | 83,762.79 | 51.93 |
| DEPARTMENT: 55008 - VOLLEYBALL | 0.00 | 3,676.97 | 41,226.30 | 109,692.00 | 68,465.70 | 62.42 |
| DEPARTMENT: 55009 - WOMEN'S SOCCER | 0.00 | 5,070.81 | 37,179.06 | 66,262.00 | 29,082.94 | 43.89 |
| DEPARTMENT: 55010 - MEN'S SOCCER | 0.00 | 4,969.54 | 36,249.27 | 65,781.00 | 29,531.73 | 44.89 |

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|----------------------------------------|-----------|------------|------------|--------------|------------|--------|
| DEPARTMENT: 55012 - CHEERLEADING | 0.00 | 4,911.74 | 35,477.91 | 63,623.04 | 28,145.13 | 44.24 |
| DEPARTMENT: 55013 - DANCE TEAM | 0.00 | 3,330.81 | 20,375.87 | 42,250.00 | 21,874.13 | 51.77 |
| DEPARTMENT: 55014 - RODEO TEAM | 4,295.00 | 17,456.24 | 86,338.15 | 162,726.00 | 72,092.85 | 44.30 |
| DEPARTMENT: 55015 - MEN'S GOLF | 0.00 | 3,928.33 | 23,146.27 | 39,265.00 | 16,118.73 | 41.05 |
| DEPARTMENT: 55019 - ATHLETIC TRAINING | 0.00 | 15,409.81 | 85,728.00 | 135,915.00 | 50,187.00 | 36.93 |
| DEPARTMENT: 55020 - PEP BAND | 0.00 | 4,480.62 | 29,474.33 | 60,037.00 | 30,562.67 | 50.91 |
| DEPARTMENT: 61000 - PRESIDENT | 3.32 | 87,633.70 | 314,695.07 | 641,658.00 | 326,959.61 | 50.96 |
| DEPARTMENT: 61001 - BOARD OF TRUSTEES | 86.00 | 130.51 | 612.66 | 24,840.00 | 24,141.34 | 97.19 |
| DEPARTMENT: 61005 - ATTORNEY | 18,745.50 | 0.00 | 71,674.06 | 125,000.00 | 34,580.44 | 27.66 |
| DEPARTMENT: 62000 - VP OF ADMIN SERVIC | 6,455.00 | 50,598.85 | 449,938.32 | 1,333,612.00 | 877,218.68 | 65.78 |
| DEPARTMENT: 62005 - DO NOT USE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEPARTMENT: 62010 - HUMAN RESOURCES | 889.38 | 7,216.24 | 46,531.14 | 169,167.00 | 121,746.48 | 71.97 |
| DEPARTMENT: 62011 - ADA COMPLIANCE | 0.00 | 4,879.45 | 43,686.60 | 71,132.00 | 27,445.40 | 38.58 |
| DEPARTMENT: 62050 - ONE-TIME PURCHASES | 7,669.42 | 0.00 | 1,297.94- | 69,528.00 | 63,156.52 | 90.84 |
| DEPARTMENT: 63000 - MARKETING/PR | 20,820.86 | 10,296.18 | 65,597.89 | 155,610.00 | 69,191.25 | 44.46 |
| DEPARTMENT: 64000 - INFORMATION TECHNO | 16,924.73 | 22,742.47- | 399,970.37 | 628,448.00 | 211,552.90 | 33.66 |
| DEPARTMENT: 65000 - CENTRAL SERVICES | 45.99 | 12,019.66 | 64,711.57 | 141,665.00 | 76,907.44 | 54.29 |
| DEPARTMENT: 67000 - INSTITUTION EFFECT | 0.00 | 17,358.62 | 101,879.25 | 192,192.00 | 90,312.75 | 46.99 |
| DEPARTMENT: 70000 - PHYSICAL PLANT ADM | 1,080.80 | 11,024.29 | 70,651.74 | 167,943.00 | 96,210.46 | 57.29 |
| DEPARTMENT: 71000 - BUILDINGS | 14,232.40 | 29,381.22 | 200,458.09 | 432,002.00 | 217,311.51 | 50.30 |
| DEPARTMENT: 72000 - CUSTODIAL SERVICES | 2,970.53 | 48,223.17 | 280,873.81 | 600,223.00 | 316,378.66 | 52.71 |
| DEPARTMENT: 73000 - GROUNDS | 20,063.99 | 22,683.54 | 120,164.16 | 322,642.00 | 182,413.85 | 56.54 |
| DEPARTMENT: 73001 - ATHLETIC FIELDS | 324.50 | 0.00 | 10,580.71 | 30,000.00 | 19,094.79 | 63.65 |
| DEPARTMENT: 74000 - VEHICLES | 13,018.97 | 29,481.21 | 139,001.42 | 386,719.00 | 234,698.61 | 60.69 |
| DEPARTMENT: 75000 - CAMPUS SECURITY | 0.00 | 12,730.56 | 69,640.58 | 193,980.00 | 124,339.42 | 64.10 |
| DEPARTMENT: 76000 - INSURANCE | 0.00 | 4,504.55 | 201,300.88 | 254,659.00 | 53,358.12 | 20.95 |
| DEPARTMENT: 77000 - UTILITIES | 0.00 | 63,434.63 | 362,390.60 | 830,000.00 | 467,609.40 | 56.34 |
| DEPARTMENT: 81000 - BOOK SCHOLARSHIPS | 0.00 | 2,755.71- | 27,492.02- | 0.00 | 27,492.02 | 0.00 |
| DEPARTMENT: 81001 - TUIT WAIVER SEN CT | 0.00 | 0.00 | 1,342.00- | 2,500.00 | 3,842.00 | 153.68 |
| DEPARTMENT: 81002 - TUIT WAIVER EMPL/D | 0.00 | 366.00 | 24,095.00 | 30,000.00 | 5,905.00 | 19.68 |
| DEPARTMENT: 81003 - STATE MANDATED WAI | 0.00 | 0.00 | 6,111.00 | 11,000.00 | 4,889.00 | 44.45 |
| DEPARTMENT: 81004 - TUIT WAIVER CTZ IN | 0.00 | 205.00 | 72,149.00 | 151,000.00 | 78,851.00 | 52.22 |
| DEPARTMENT: 81006 - TUIT WAIVER FINE A | 0.00 | 0.00 | 59,768.00 | 106,000.00 | 46,232.00 | 43.62 |
| DEPARTMENT: 81007 - ACADEMIC SCHOLARSH | 0.00 | 0.00 | 2,128.00 | 0.00 | 2,128.00- | 0.00 |
| DEPARTMENT: 94000 - STUDENT CENTER | 0.00 | 1,708.84 | 16,670.07 | 36,000.00 | 19,329.93 | 53.69 |

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|--------------------|------------|--------------|--------------|---------------|--------------|-------|
| FUND: 11 - GENERAL | 364,648.25 | 1,027,666.26 | 7,218,001.13 | 15,962,157.00 | 8,379,507.62 | 52.50 |
|--------------------|------------|--------------|--------------|---------------|--------------|-------|

Fiscal Year: 2019

FUND: 12 - PTE FUND

| GL Account | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available | % Avail |
|----------------------------------------|------------------|-------------------|---------------------|---------------------|---------------------|--------------|
| DEPARTMENT: 12010 - ACCOUNTING | 0.00 | 5,324.31 | 26,476.95 | 59,831.00 | 33,354.05 | 55.75 |
| DEPARTMENT: 12011 - MID-MANAGEMENT & B | 0.00 | 0.00 | 218.29 | 250.00 | 31.71 | 12.68 |
| DEPARTMENT: 12012 - COMPUTER SCIENCE | 0.00 | 5,782.28 | 28,703.07 | 43,709.00 | 15,005.93 | 34.33 |
| DEPARTMENT: 12200 - ADN PROGRAM | 0.00 | 25,052.52 | 146,097.70 | 312,033.00 | 165,935.30 | 53.18 |
| DEPARTMENT: 12201 - LPN PROGRAM | 2,048.00 | 23,445.29 | 135,358.56 | 293,410.00 | 156,003.44 | 53.17 |
| DEPARTMENT: 12202 - EMT | 329.80 | 22,263.98 | 91,988.65 | 184,875.00 | 92,556.55 | 50.06 |
| DEPARTMENT: 12203 - ALLIED HEALTH | 0.00 | 19,132.07 | 96,108.46 | 198,362.00 | 102,253.54 | 51.55 |
| DEPARTMENT: 12210 - AGRICULTURE | 0.00 | 4,131.29 | 24,822.11 | 60,998.00 | 36,175.89 | 59.31 |
| DEPARTMENT: 12211 - ANIMAL SCIENCE | 1,055.00 | 12,341.34 | 60,224.59 | 106,531.00 | 45,251.41 | 42.48 |
| DEPARTMENT: 12220 - JOHN DEERE AG TECH | 1,533.79 | 12,417.42 | 69,485.87 | 180,517.00 | 109,497.34 | 60.66 |
| DEPARTMENT: 12225 - OIL TECH PROGRAM | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 100.00 |
| DEPARTMENT: 12230 - AUTO MECHANICS | 2,400.00 | 5,282.83 | 44,605.31 | 85,756.00 | 38,750.69 | 45.19 |
| DEPARTMENT: 12240 - CRIMINAL JUSTICE | 2,296.70 | 10,825.03 | 64,409.49 | 140,903.00 | 74,196.81 | 52.66 |
| DEPARTMENT: 12241 - FIRE SCIENCE | 0.00 | 6,005.86 | 33,706.29 | 76,600.00 | 42,893.71 | 56.00 |
| DEPARTMENT: 12250 - COSMETOLOGY | 0.00 | 10,442.72 | 62,078.62 | 125,743.00 | 63,664.38 | 50.63 |
| DEPARTMENT: 12260 - DRAFTING | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 | 100.00 |
| DEPARTMENT: 12270 - AMMONIA REFRIGERAT | 0.00 | 0.00 | 690.00 | 0.00 | 690.00 | 0.00 |
| DEPARTMENT: 12271 - AUTOMATION ELECTRI | 0.00 | 0.00 | 0.00 | 1,750.00 | 1,750.00 | 100.00 |
| DEPARTMENT: 12272 - INDUSTRIAL MAINTEN | 0.00 | 0.00 | 30.00 | 43,951.00 | 43,921.00 | 99.93 |
| DEPARTMENT: 12273 - WELDING | 1,094.50 | 19,000.88 | 118,107.70 | 259,917.00 | 140,714.80 | 54.14 |
| DEPARTMENT: 42005 - DEAN OF TECHNICAL | 0.00 | 9,578.93 | 78,969.98 | 493,848.00 | 414,878.02 | 84.01 |
| DEPARTMENT: 62050 - ONE-TIME PURCHASES | 0.00 | 0.00 | 0.00 | 15,500.00 | 15,500.00 | 100.00 |
| FUND: 12 - PTE FUND | 10,757.79 | 191,026.75 | 1,080,701.64 | 2,685,684.00 | 1,594,224.57 | 59.36 |

Fiscal Year: 2019

FUND: 14 - ADULT SUPPLEMENTARY ED

| GL Account | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available | % Avail |
|------------------------------------------|------------------|------------------|-------------------|-------------------|-------------------|--------------|
| DEPARTMENT: 31000 - COMMUNITY SERVICE | 17,099.94 | 1,996.58 | 8,054.79 | 64,669.61 | 39,514.88 | 61.10 |
| DEPARTMENT: 55006 - FOOTBALL | 0.00 | 768.20 | 768.20 | 280.00 | 488.20 | 174.35 |
| DEPARTMENT: 55002 - WOMEN'S BASKETBALL | 0.00 | 0.00 | 2,770.76 | 2,550.00 | 220.76 | 8.65 |
| DEPARTMENT: 31000 - COMMUNITY SERVICE | 0.00 | 66.00 | 9,311.88 | 12,138.17 | 2,826.29 | 23.28 |
| DEPARTMENT: 55001 - MEN'S BASKETBALL | 0.00 | 0.00 | 0.00 | 150.39 | 150.39 | 100.00 |
| DEPARTMENT: 55000 - DIRECTOR OF ATHLET | 0.00 | 0.00 | 148,926.15 | 297,852.30 | 148,926.15 | 50.00 |
| DEPARTMENT: 55012 - CHEERLEADING | 0.00 | 0.00 | 0.00 | 711.71 | 711.71 | 100.00 |
| DEPARTMENT: 55008 - VOLLEYBALL | 0.00 | 101.96 | 3,361.75 | 3,030.51 | 331.24 | 10.92 |
| DEPARTMENT: 55005 - WOMEN'S SOFTBALL | 2,399.00 | 1,658.90 | 6,398.76 | 17,936.77 | 9,139.01 | 50.95 |
| DEPARTMENT: 31000 - COMMUNITY SERVICE | 191.25 | 55.84 | 3,401.63 | 14,500.00 | 10,907.12 | 75.22 |
| DEPARTMENT: 55007 - BASEBALL | 0.00 | 4,094.08 | 14,975.58 | 20,000.68 | 5,025.10 | 25.12 |
| DEPARTMENT: 31000 - COMMUNITY SERVICE | 0.00 | 2,868.00 | 2,868.00 | 9,850.00 | 6,982.00 | 70.88 |
| DEPARTMENT: 55013 - DANCE TEAM | 0.00 | 706.20 | 1,756.24 | 2,473.03 | 716.79 | 28.98 |
| DEPARTMENT: 55009 - WOMEN'S SOCCER | 0.00 | 170.80 | 597.73 | 1,768.22 | 1,170.49 | 66.20 |
| DEPARTMENT: 55003 - MEN'S TRACK | 0.00 | 0.00 | 758.68 | 932.98 | 174.30 | 18.68 |
| FUND: 14 - ADULT SUPPLEMENTARY ED | 19,690.19 | 12,486.56 | 203,950.15 | 448,844.37 | 225,204.03 | 50.17 |

Fiscal Year: 2019

FUND: 16 - AUXILIARY ENTITIES

| GL Account | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available | % Avail |
|---------------------------------------|------------------|------------|--------------|---------------|--------------|---------|
| DEPARTMENT: 31000 - COMMUNITY SERVICE | 621.80 | 641.36 | 13,571.65 | 22,615.00 | 8,421.55 | 37.24 |
| DEPARTMENT: 94000 - STUDENT CENTER | 7,511.07 | 2,862.45 | 69,546.83 | 218,091.00 | 141,033.10 | 64.67 |
| DEPARTMENT: 95000 - STUDENT HOUSING | 19,416.69 | 141,309.47 | 1,322,195.26 | 2,725,630.00 | 1,384,018.05 | 50.78 |
| DEPARTMENT: 98000 - COSMETOLOGY | 17,549.81 | 2,335.59 | 61,804.51 | 146,695.55 | 67,341.23 | 45.91 |
| DEPARTMENT: 97000 - BOOKSTORE | 40,312.56 | 18,662.19 | 165,666.04 | 434,925.00 | 228,946.40 | 52.64 |
| DEPARTMENT: 91000 - ARENA | 0.00 | 0.00 | 280.66- | 0.00 | 280.66 | 0.00 |
| ===== | | | | | | |
| FUND: 16 - AUXILIARY ENTITIES | 85,411.93 | 165,811.06 | 1,632,503.63 | 3,547,956.55 | 1,830,040.99 | 51.58 |

Fiscal Year: 2019

FUND: 22 - RESTRICTED GRANTS

| GL Account | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available | % Avail |
|----------------------------------------|------------------|------------|------------|---------------|------------|---------|
| DEPARTMENT: 50000 - DEAN OF STUDENT SE | 8,745.00 | 42.00 | 684.41 | 13,000.00 | 3,570.59 | 27.47 |
| DEPARTMENT: 11100 - TECHNOLOGY--INSTRU | 0.00 | 0.00 | 16,448.58 | 16,573.00 | 124.42 | 0.75 |
| DEPARTMENT: 13301 - ADULT ED - INSTRUC | 0.00 | 0.00 | 1,000.00 | 4,193.80 | 3,193.80 | 76.16 |
| DEPARTMENT: 12273 - WELDING | 0.00 | 0.00 | 17,406.57 | 123,359.25 | 105,952.68 | 85.89 |
| DEPARTMENT: 14010 - AO-K | 0.00 | 0.00 | 1,983.47 | 2,058.58 | 75.11 | 3.65 |
| DEPARTMENT: 42000 - DEAN OF LEARNING S | 0.00 | 19.99 | 136.57 | 275.19 | 138.62 | 50.37 |
| DEPARTMENT: 50000 - DEAN OF STUDENT SE | 0.00 | 0.00 | 1,776.22 | 1,776.24 | 0.02 | 0.00 |
| DEPARTMENT: 42000 - DEAN OF LEARNING S | 0.00 | 0.00 | 1,489.76 | 1,489.76 | 0.00 | 0.00 |
| DEPARTMENT: 50000 - DEAN OF STUDENT SE | 0.00 | 0.00 | 99,518.98 | 100,106.30 | 587.32 | 0.59 |
| DEPARTMENT: 42000 - DEAN OF LEARNING S | 0.00 | 0.00 | 2,585.41 | 2,585.41 | 0.00 | 0.00 |
| DEPARTMENT: 13301 - ADULT ED - INSTRUC | 0.00 | 0.00 | 0.00 | 8,520.00 | 8,520.00 | 100.00 |
| DEPARTMENT: 11040 - SCIENCE | 0.00 | 9,591.31 | 14,213.57 | 33,526.02 | 19,312.45 | 57.60 |
| DEPARTMENT: 00000 - GENERAL | 0.00 | 0.00 | 0.00 | 13,225.00- | 13,225.00- | 100.00 |
| DEPARTMENT: 50000 - DEAN OF STUDENT SE | 90.10 | 21,867.24 | 86,083.09 | 316,206.00 | 230,032.81 | 72.75 |
| DEPARTMENT: 42000 - DEAN OF LEARNING S | 0.00 | 4,742.03 | 25,989.65 | 60,424.00 | 34,434.35 | 56.99 |
| DEPARTMENT: 11040 - SCIENCE | 0.00 | 4,090.70 | 14,504.82 | 53,352.00 | 38,847.18 | 72.81 |
| DEPARTMENT: 42005 - DEAN OF TECHNICAL | 13,679.61 | 12,277.69 | 31,992.99 | 71,481.00 | 25,808.40 | 36.11 |
| DEPARTMENT: 11040 - SCIENCE | 0.00 | 0.00 | 0.00 | 29,000.00 | 29,000.00 | 100.00 |
| ===== | | | | | | |
| FUND: 22 - RESTRICTED GRANTS | 22,514.71 | 52,630.96 | 315,814.09 | 824,701.55 | 486,372.75 | 58.98 |

Fiscal Year: 2019

FUND: 23 - OTHER RESTRICTED FUNDS

| GL Account | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available | % Avail |
|----------------------------------------|------------------|------------|------------|---------------|-----------|---------|
| DEPARTMENT: 31000 - COMMUNITY SERVICE | 0.00 | 0.00 | 0.00 | 16,797.94 | 16,797.94 | 100.00 |
| DEPARTMENT: 50000 - DEAN OF STUDENT SE | 4,297.86 | 0.00 | 4,297.86- | 11,685.00 | 11,685.00 | 100.00 |
| DEPARTMENT: 55000 - DIRECTOR OF ATHLET | 0.00 | 0.00 | 4,550.00 | 4,550.00 | 0.00 | 0.00 |
| ===== | | | | | | |
| FUND: 23 - OTHER RESTRICTED FUNDS | 4,297.86 | 0.00 | 252.14 | 33,032.94 | 28,482.94 | 86.23 |

Fiscal Year: 2019

FUND: 24 - ADULT EDUCATION

| GL Account | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available | % Avail |
|----------------------------------------|------------------|------------|------------|---------------|------------|---------|
| DEPARTMENT: 13301 - ADULT ED - INSTRUC | 0.00 | 0.00 | 887.60 | 750.00 | 137.60 | 18.34 |
| DEPARTMENT: 13305 - ADULT ED - STAFF D | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEPARTMENT: 13301 - ADULT ED - INSTRUC | 0.00 | 1,619.06 | 12,014.21 | 135,196.84 | 123,182.63 | 91.11 |
| DEPARTMENT: 13305 - ADULT ED - STAFF D | 0.00 | 0.00 | 0.00 | 9,901.55 | 9,901.55 | 100.00 |
| DEPARTMENT: 13301 - ADULT ED - INSTRUC | 0.00 | 16,204.03 | 83,790.21 | 162,461.00 | 78,670.79 | 48.42 |
| DEPARTMENT: 13305 - ADULT ED - STAFF D | 0.00 | 63.43 | 2,773.57 | 4,874.00 | 2,100.43 | 43.09 |
| DEPARTMENT: 13301 - ADULT ED - INSTRUC | 0.00 | 8,947.09 | 53,956.62 | 127,202.00 | 73,245.38 | 57.58 |
| DEPARTMENT: 42005 - DEAN OF TECHNICAL | 0.00 | 3,463.29 | 24,432.17 | 0.00 | 24,432.17 | 0.00 |
| DEPARTMENT: 00000 - GENERAL | 0.00 | 0.00 | 0.00 | 37,500.00 | 37,500.00 | 100.00 |
| DEPARTMENT: 13301 - ADULT ED - INSTRUC | 0.00 | 2,536.25 | 14,744.78 | 37,500.00 | 22,755.22 | 60.68 |
| ===== | | | | | | |
| FUND: 24 - ADULT EDUCATION | 0.00 | 32,833.15 | 192,599.16 | 440,385.39 | 247,786.23 | 56.27 |

Fiscal Year: 2019

FUND: 61 - CAPITAL OUTLAY

| GL Account | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available | % Avail |
|----------------------------------------|------------------|------------|------------|---------------|------------|---------|
| DEPARTMENT: 64000 - INFORMATION TECHNO | 0.00 | 0.00 | 15,965.00 | 15,965.00 | 0.00 | 0.00 |
| DEPARTMENT: 71000 - BUILDINGS | 0.00 | 0.00 | 10,837.38 | 984,035.00 | 973,197.62 | 98.90 |
| ===== | | | | | | |
| FUND: 61 - CAPITAL OUTLAY | 0.00 | 0.00 | 26,802.38 | 1,000,000.00 | 973,197.62 | 97.32 |

Fiscal Year: 2019

FUND: 71 - ACTIVITY/ORGANIZATION FD

| GL Account | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available | % Avail |
|----------------------------------------|------------------|------------|------------|---------------|------------|---------|
| DEPARTMENT: 50000 - DEAN OF STUDENT SE | 21,856.99 | 38,951.07 | 334,267.82 | 513,940.47 | 157,815.66 | 30.71 |
| DEPARTMENT: 55001 - MEN'S BASKETBALL | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | 100.00 |
| 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 | 0.00 | 500.00 | 500.00 | 100.00 |
| DEPARTMENT: 55004 - WOMEN'S TRACK | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | 100.00 |
| DEPARTMENT: 55005 - WOMEN'S SOFTBALL | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | 100.00 |
| DEPARTMENT: 55006 - FOOTBALL | 0.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 100.00 |
| DEPARTMENT: 55007 - BASEBALL | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | 100.00 |
| DEPARTMENT: 55008 - VOLLEYBALL | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | 100.00 |
| 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 | 0.00 | 500.00 | 500.00 | 100.00 |
| DEPARTMENT: 55013 - DANCE TEAM | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | 100.00 |
| 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: 99001 - STUDENT NEWSPAPER | 591.18 | 395.59 | 5,047.44 | 33,700.00 | 28,061.38 | 83.27 |
| DEPARTMENT: 50000 - DEAN OF STUDENT SE | 0.00 | 1,866.44 | 4,165.06 | 20,945.46 | 16,780.40 | 80.11 |
| ===== | | | | | | |
| FUND: 71 - ACTIVITY/ORGANIZATION FD | 22,448.17 | 41,213.10 | 343,480.32 | 577,585.93 | 211,657.44 | 36.65 |

| GL Account | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available | % Avail |
|----------------------------------------|------------------|------------|------------|---------------|------------|---------|
| DEPARTMENT: 55001 - MEN'S BASKETBALL | 0.00 | 0.00 | 1,728.00 | 44,000.00 | 42,272.00 | 96.07 |
| DEPARTMENT: 55002 - WOMEN'S BASKETBALL | 0.00 | 0.00 | 500.00 | 44,000.00 | 43,500.00 | 98.86 |
| DEPARTMENT: 55003 - MEN'S TRACK | 0.00 | 0.00 | 4,920.00 | 25,000.00 | 20,080.00 | 80.32 |
| DEPARTMENT: 55004 - WOMEN'S TRACK | 0.00 | 0.00 | 4,381.00 | 25,000.00 | 20,619.00 | 82.48 |
| DEPARTMENT: 55005 - WOMEN'S SOFTBALL | 0.00 | 0.00 | 0.00 | 35,000.00 | 35,000.00 | 100.00 |
| DEPARTMENT: 55006 - FOOTBALL | 0.00 | 0.00 | 3,653.00 | 155,000.00 | 151,347.00 | 97.64 |
| DEPARTMENT: 55007 - BASEBALL | 0.00 | 0.00 | 1,680.00 | 40,000.00 | 38,320.00 | 95.80 |
| DEPARTMENT: 55008 - VOLLEYBALL | 0.00 | 0.00 | 886.00 | 30,000.00 | 29,114.00 | 97.05 |
| DEPARTMENT: 55009 - WOMEN'S SOCCER | 0.00 | 258.00 | 8,864.00 | 30,000.00 | 21,136.00 | 70.45 |
| DEPARTMENT: 55010 - MEN'S SOCCER | 0.00 | 0.00 | 3,260.00 | 30,000.00 | 26,740.00 | 89.13 |
| DEPARTMENT: 55012 - CHEERLEADING | 0.00 | 0.00 | 15,500.00 | 20,000.00 | 4,500.00 | 22.50 |
| DEPARTMENT: 55013 - DANCE TEAM | 0.00 | 852.00 | 3,384.00 | 10,000.00 | 6,616.00 | 66.16 |
| DEPARTMENT: 55014 - RODEO TEAM | 0.00 | 0.00 | 7,487.00 | 32,000.00 | 24,513.00 | 76.60 |
| DEPARTMENT: 55015 - MEN'S GOLF | 0.00 | 0.00 | 0.00 | 11,000.00 | 11,000.00 | 100.00 |
| DEPARTMENT: 55019 - ATHLETIC TRAINING | 0.00 | 0.00 | 9,548.00 | 28,000.00 | 18,452.00 | 65.90 |
| DEPARTMENT: 11025 - JOURNALISM | 0.00 | 0.00 | 1,147.00 | 11,000.00 | 9,853.00 | 89.57 |
| DEPARTMENT: 11030 - ART | 0.00 | 0.00 | 6,400.00 | 12,000.00 | 5,600.00 | 46.67 |
| DEPARTMENT: 11031 - DRAMA | 0.00 | 0.00 | 4,375.00 | 9,000.00 | 4,625.00 | 51.39 |
| DEPARTMENT: 11032 - VOCAL MUSIC | 0.00 | 0.00 | 4,550.00 | 15,000.00 | 10,450.00 | 69.67 |
| DEPARTMENT: 11033 - INST MUSIC | 0.00 | 0.00 | 34,650.00 | 80,000.00 | 45,350.00 | 56.69 |
| DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA | 0.00 | 0.00 | 5,782.00 | 5,000.00 | 782.00- | 15.63- |
| DEPARTMENT: 12211 - ANIMAL SCIENCE | 0.00 | 0.00 | 12,330.00 | 20,000.00 | 7,670.00 | 38.35 |
| DEPARTMENT: 81005 - TUIT WAIVER FCHS | 0.00 | 0.00 | 16,256.00 | 21,000.00 | 4,744.00 | 22.59 |
| DEPARTMENT: 81007 - ACADEMIC SCHOLARSH | 0.00 | 0.00 | 4,314.00 | 11,000.00 | 6,686.00 | 60.78 |
| ===== | | | | | | |
| FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS | 0.00 | 1,110.00 | 155,595.00 | 743,000.00 | 587,405.00 | 79.06 |

Garden City Community College
12/31/2018

| | <u>Amount</u> | <u>% Rate</u> |
|------------------------------|------------------------|---------------|
| Cash in Bank: | | |
| Commerce Bank | \$ 288,280.90 | 0.0000% |
| State Municipal Invest. Pool | \$ 67,493.32 | 1.8358% |
| Landmark National Bank | <u>\$ 1,744,092.67</u> | 2.2200% |
| | <u>\$ 2,099,866.89</u> | |

| | <u>Type</u> | <u>Amount</u> | <u>% Rate</u> | <u>Beg. Date</u> | <u>Maturity</u> |
|---------------------|-------------|-------------------------------|---------------|------------------|-----------------|
| Investments: | | | | | |
| FNB of Garden City | CDARS | \$ 1,000,000.00 | 1.8700% | 1/26/2018 | 1/26/2019 |
| FNB of Garden City | CDARS | \$ 1,000,000.00 | 2.3800% | 8/8/2018 | 2/8/2018 |
| Commerce Bank | CD | \$ 1,000,000.00 | 1.9000% | 2/13/2018 | 2/13/2019 |
| American State Bank | CD | <u>\$ 1,000,000.00</u> | 2.3600% | 6/22/2018 | 6/22/2019 |
| | | <u>\$ 4,000,000.00</u> | | | |
| | | | | | |
| Total | | <u><u>\$ 6,099,866.89</u></u> | | | |

Agenda No: II-D

Date: January 8, 2019

Topic: Board Action Regarding Acceptance of the 2017-2018 Audit

Presenter: Acting Interim President, Dr. Ryan Ruda

Background Information:

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

Budget Information:

The cost to the college for the annual financial audits (including BAA and endowment) is \$74,675.

Recommended Board Action:

Accept the unmodified opinion audit as presented by Lewis, Hooper & Dick, LLC.

Board Action Taken: Approved Disapproved
 Ayes Nays No Action

Board Member Notes:

JANUARY 2018 MONITORING REPORT

EXECUTIVE LIMITATIONS

BI-ANNUAL

General Executive Constraints #6

Page 9

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

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

Data directly addressing the CEO's interpretation: It will be the responsibility of the board member, cabinet level administrator or employee to notify the appropriate administrator of any association or potential conflicts of interest. When purchases of \$50,000 or more are presented to the board for approval, the board member with direct or personal interest may choose to recuse themselves from the action.

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

Purchases are approved by at least one administrator. Purchases over \$5,000 require two approvers and purchases over \$20,000 require three approvers.

Purchases for the past quarter were reviewed. Administration is not aware of any conflicts of interest.

EXECUTIVE LIMITATIONS

BI-ANNUAL

General Executive Constraints #7

Page 9

The President shall not allow for purchases between \$10,000 and \$50,000 without first giving consideration to local (Finney County) businesses, with a maximum ten percent premium.

CEO's Interpretation: Preference shall always be given to the best bid. However, a local business (defined as a Finney County property tax payer) may be considered with a 10% margin of purchases between \$10,000 and \$50,000, except for purchases utilizing federal funds.

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

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

- ❖ Eleven purchases required bid sheets.
 - Seven purchases were considered sole source vendors with no local available
 - Seven purchases indicated there was no local vendor
 - Nine purchases were from local vendors

JANUARY 2019 MONITORING REPORT

EXECUTIVE LIMITATIONS

Information and Advice #2

ANNUAL

Page 13

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

CEO's Interpretation and its Justification: The Board shall be apprised and able to answer questions and concerns with the public. The President must keep the Board informed of all necessary items and topics at all times, including items which may be addressed by media, pending litigation or other pertinent information.

Data directly addressing CEO's interpretation: The President informs the Board of any possible litigation or media coverage by use of email or direct contact by phone. Any significant personnel changes are communicated through frequent updates. Any pertinent policy change or information impacting budget is communicated directly to the Board. Information from national, state, regional or local agencies is communicated directly through email to the Board. A weekly memo that summarizes the week's activities and events and important updates is provided to the Board. The President also keeps the Board informed of relevant trends, campus activities and various updates during the President report at the monthly board meetings.

EXECUTIVE LIMITATIONS

Information and Advice #3

ANNUAL

Page 13

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

CEO's Interpretation: It is the President's role and responsibility is to lead the college while providing oversight to comply with college and Board policies. It is incumbent on the President to be familiar with and utilize board policies which advise board governance. If a situation should arise in which the President determines that there is a conflict with the governance process, it is the President's responsibility to discuss the conflict or activity with the board chair and the rest of the board. It is also the role of the President to hold meetings with the board appointed Policy Governance officer to discuss governance policies and process.

Data directly addressing CEO's interpretation: No reportable incidents have been documented or communicated with the board chair or all board members by the President since the last annual report. The Board has a regular established review of policies at monthly meetings. The Board hosted a consultant from ACCT in December 2018 to review and discuss board characteristics, board duties and accreditation and the board role. Additionally, the President has held a meeting with the Policy Governance officer in the fall semester in which governance policies and procedures were discussed and reviewed.

EXECUTIVE LIMITATIONS

Information and Advice #5

ANNUAL

Page 13

The President shall not fail to deal with the Board as a whole except when fulfilling or responding to individuals or committees duly charged by the Board.

CEO's Interpretation: The President interacts with the Board as a whole, even if individual requests are received. The President welcomes individual requests which will help assist the board with meeting duties and obligations as a member of the governing board.

Data directly addressing CEO's interpretation: Individual requests for information have been received and all information requested have been produced for all board members.

JANUARY 2019 MONITORING REPORT

ASSET PROTECTION

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

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

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

The following are current values (July 1, 2018– June 30, 2019):

| | |
|---------------------------------------------------------------------------------|------------------|
| Buildings | \$70,985,499 |
| Personal property including, Mobile classroom and Contractors Equipment..... | \$13,705,037 |
| Business Income/Extra Expense..... | \$ 5,000,000 |
| Electronic Data Processing Equipment/Data & Media..... | \$ 1,995,029 |
| Fine Arts | <u>\$ 50,000</u> |
| TOTAL BLANKET LIMIT FOR ALL COVERAGE | \$93,051,466 |

Current coverage:

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

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

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

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

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

Insurance for college vehicle fleet

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

Worker’s Compensation July 1, 2018 to June 30, 2019

1st Dakota Indemnity - Agent Keller Leopold
Workers Compensation: Statutory Benefits

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

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

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

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

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

The insurance coverage is sufficient to protect college assets.

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

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

Data directly addressing the CEO's interpretation: While maintaining over 30 major facilities representing Garden City Community College, it is imperative to incorporate priority budgeting and planning. This past year the following campus needs and improvements have been met:

- Replaced south portion of JCVT Roof
- Complete replacement of PENKA Roof
- Replaced East portion of DPAC Roof
- Replaced West portion of JOYC Roof
- Purchased and installed 85 Access points/cameras
- Replaced 4 100-gallon hot water heaters
- Decommissioned ammonia lines in Annex
- Installed 55 new faculty computers
- In coordination with the City of Garden City, we crack sealed all main campus roads as well as pot hole repair
- Finished installation of mechanical controls in ADMIN, FOUS and ACAD to more efficiently control HVAC system
- Installed software updates
- Remodeled Dorm quad outside area
- Re-commissioned ammonia chiller
- Remodeled JCVT classroom knocking out walls to create larger classroom
- VOIP phones being installed throughout campus
- Repairs across campus as necessary

EXECUTIVE LIMITATIONS**ANNUAL****Asset Protection****#4****Page 14****The President shall not unnecessarily expose the organization, its board or staff to claims of liability.**

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

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

EXECUTIVE LIMITATIONS**ANNUAL****Asset Protection****#6****Page 14****The President shall not receive, process, or disburse funds under controls that are insufficient to meet the auditor's standards.**

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

Data directly addressing the CEO's interpretation: The college undergoes annual financial audits in accordance with state, federal and GASB requirements. The FY2018 audit was recently completed and presented to the board. There were no errors or reportable conditions.

EXECUTIVE LIMITATIONS**ANNUAL****Asset Protection****#7****Page 14****The President shall not acquire or dispose of assets valued over \$50,000.**

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

Data directly addressing the CEO's interpretation:

- The Board authorized several purchases of technology that exceeded \$50,000. Technology purchased included software and hardware equipment.
- In 2018, there were no property disposals of assets valued over \$50,000.

Incidental Information January 2019

Ryan Ruda, Interim President/Vice President for Instruction/Student Services:

Technical Education and Workforce Development

The Tech Ed division finished the fall semester on a strong note. There were several new and exciting projects that continued and some “day to day” activities that were finished prior to the holiday break. The division will welcome some new faces to the “team” this January and will be starting new projects and partnerships.

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

Technical Education:

- Cosmetology
 - Many students finished their hours and took the KS State Board exams prior to the holiday break. We are all proud of those students who passed the exam! The results are still coming in, but initial results are very positive.
 - There will be 14 returning students in January, plus we will add new students who are just beginning.
 - The final exams went well and new activities were introduced as part of those finals.
 - The department faculty participated in several recruiting activities and the fruits of those labors will be realized in the Fall 2019.

- Allied Health
 - The CNA class ended with very successful results: 99% state exam pass rate!!
 - The CMA class also ended with very successful results: 100% state exam pass rate!!
 - Congrats to our program faculty and staff who helped with such a successful semester.

- Welding
 - The program held two classes late in the semester that had very positive results.
 - Metal Fabrication and Layout: 23 students made personal toolboxes, wedges, BBQ grills, and a rose. The students enjoyed the class and projects.
 - Pipe Fitting: 23 students worked collaboratively calculating fittings, flanges, and pipe lengths. They then assembled projects in small groups.
 - The high school class at Deerfield High School had a very successful semester. All students are re-enrolling for Spring 2019 and will be taking a more advanced class. The school has requested to continue our partnership and hope to expand the program to 2-hrs.
 - The night class in Welding was also very successful. 80% of the students earned one or more certifications during the class.
 - Enrollment for the Spring 2019-night class is full and has a waiting list...

- John Deere
 - The College has its first JDAT student under contract for the program in Fall 2019. There are several more that are already going through the process of getting under contract. Currently, there are about 14 students whom are all actively trying to get into the program for Fall 2019. We anticipate having a full program again starting in August.
 - The program will have two (very large) John Deere combines in the shop this spring as part of the JDAT 109 course. This is exciting and will provide the students with an opportunity to work on equipment they do not typically get to see.
 - The program was awarded a Mary Jo Williams Foundation grant for 2019 in the amount of \$8,750.00. The funds will be used to purchase an EDP-100 Dynamometer package, 20 6.5 HP gas

engines, and a mobile roller cabinet to store the equipment and serve as the dynamometer mobile mount.

- Production Agriculture
 - The program held a joint advisory council meeting with Garden City High School and Holcomb High School. This event went very well and allowed all participants to share ideas.
 - GCCC hosted two FFA contests in late fall: Discussion meet and a Parliamentary Law contest
 - The Agriculture and Animal Science students held their annual “Fill a Ford” toy drive before Christmas. It was another huge success!
 -

Workforce Development:

- Training tables for industrial maintenance training have arrived on campus and are being assembled. Classes will begin in January as part of our partnership with Tyson Foods.
- The College will partner with Western State Bank to offer continuing education classes and other training classes for their employees. Classes will begin in Spring 2019.
- The College is partnering with USD 457 to design and implement an apprenticeship program for paraprofessionals who are interested in pursuing their degree in teaching.

Student Government and Activities

SGA is still working hard on the MLK Jr. Ceremony that will be held on Monday, January 21st at 10:30am in the Conestoga Arena. There will be a press conference held at 9:30am in the Hall of Fame Room. SGA is partnering with Finney County LiveWell Health Coalition on Monday, May 6th to bring Send Silence Packing. This event focuses on raising mental health awareness and hopes to inspire action for suicide prevention. This will be a day long exhibit around campus that will consist of backpack with personal stories from individuals who have lost a loved one to suicide. We will have mental health professionals on standby if any spectator needs assistance.

Student Activities and Intramurals are focusing on planning events for the semester. We’re excited to bring a variety of events that will cater to all students.

Student Support Services

Several SSS participants including Jesenya Sanchez, Karina Ortega, Miriam Solorzano, Kailee McDowell, Colton Bartlett, and Mikayla Armer are in the GCCC band and performed in the November 27 concert that was so successful and entertaining. Also, SSS participant Aaron Morales has done a great job in leading the Quiz Bowl to their huge success in the Snow Bowl competition at Cowley College in the beginning of December. Aaron serves as the Team Captain.

GCCC TRIO Student Support Services is planning to have a visit from the Newman University Western Kansas Outreach in the week of January 14 – 18 so participants can get information about available programs that they could complete without having to relocate. In February, there will be a visit to both the K-State Polytechnic Campus in Salina and the main campus in Manhattan. Later that month, staff and participants will hold their annual TRIO Day observance.

Vice President for Administrative Services/CFO, Karla Armstrong

Payroll:

December 1- 14:

- In 10 days – we processed all four (4) payrolls; Two regular payrolls for December 10 and two regular payrolls for December 14 for a total of 416 employees
- Processed five new employees, two transfers, and ten resignations

December 15 – 31 (During break):

- Ran Quarterly processes
- Worked on Payroll Department Review
- Ran preliminary W-2 processes for proofing

- Ran ACA measurement reports and researched TimeClock Plus measurement tool
 - Updated ACA fields Colleague

Human Resources

Human Resources has worked diligently with supervisors to get staff positions filled. HR assisted with the process of hiring the new football staff. We will continue to assist supervisors in the hiring process as we continue to fill staff positions and prepare to fill faculty in the event of non-renewal, resignations, or retirements.

HR will also begin to watch different demos on HR software's for an onboarding system. The current online application software that we use HRePartners is going away effective, February 2020. We hope to find an affordable, user-friendly system that will assist with our needs in the HR department as well as our applicants. We do not plan to make a decision or purchase a software until after June.