

March 7, 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, March 12, 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. Introduction of new employees
 - C. Report from Student Government Association
 - D. Report from Faculty Senate
 - E. President’s Report

- II. CONSENT AGENDA Action**
 - A. Approval of minutes of previous meetings (February 12, 2019).....pg. 3
 - 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 Revenuespg. 19
 - C-3 Expensespg. 21
 - C-4 Cash in Bank.....pg. 27
 - D. Approval of Designated/Alternate KPERS Representativ.....pg. 28

- III. EXECUTIVE SESSION..... Action**
Board of Trustees recess into executive session regarding personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy, specifically Contract Responsibilities.

- IV. OTHER ACTION..... Action**
 - A. Approval of Presidents Contract

- V. CONFIRMATION OF MONITORING REPORTS:**
 - A. Monitoring Reports and ENDS **Consensus Approval**
 - A-1a Bi-Annual, Executive Limitations, General Executive Constraints #1, #10 ..pg. 29
 - B. Review Monitoring Report
 - B-1a Annual, Executive Limitations, Personal Enrichment
 - C. Board Process and Policy Governance Review

VI. OTHER:

- A. Incidental Information.....pg. 42
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT
- D. Report on HLC

VII. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

March 11-15	Spring Break No Classes, Campus Closed March 14-15
April 9	Board of Trustee Meeting, 6:00 p.m., Beth Tedrow Student Center, Endowment Room
April 12	Endowment Association Annual Auction
April 19 & 22	Campus Closed, No Classes, Easter Break
April 25	Retirement Reception, 2:00-3:30 p.m. Beth Tedrow Student Center, Endowment Room
May 3	Commencement. 7:00 p.m., Conestoga Arena
May 6-10	Finals
May 14	Board of Trustee Meeting, 6:00 p.m., Beth Tedrow Student Center, Endowment Room
May 27	Campus Closed, No Classes, Memorial Day

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

Dr. Ryan Ruda.
President

Dr. Blake Wasinger
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
February 12, 2019**

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

Others Present: Karla Armstrong, Vice President for Administrative Services/CFO
Craig Atkinson, Community Member
Debra Atkinson, Deputy Clerk
Eugene Atkinson, Community Member
Maxine Atkinson, Community Member
Nicole Dick, Math Instructor
Mark Douglass, Community Member
Toni Douglass, Community Member
Chief Rodney Dozier, GCCC Chief of Police
Eleanor Everett, Community Member
Liz Everett, GCCC Student
Amber Friend, *Garden City Telegram*
Brooke Garvey, Assistant to the Payroll Coordinator
Phil Hoke, Drama Instructor/Faculty Senate
Tammy Hutcheson, Instructor Social Science
Shawn Hutcheson, Community Member
Clara Jackson, SGA President
Andrew Knoll, IT Network Manager
Aaron Kucharik, Community Member
Jean Lamfers, Attorney
Craig Lurtz, Transportation Coordinator
Jacquelyn Messinger, VP Institutional Effectiveness & Accountability
Lance Miller, GCCC Network Administrator
Zac Miller, Assistant Football Coach
Dr. Ryan Ruda, Interim President
Lauren Rockhold, Coordinator-Student Activities
Ryan Ruda, Vice President of Instruction/Student Services/ Interim President
David Rupp, Community Member
Ashley Salazar, Director of Public Relations
Samantha Sanger, English Instructor
Tammy Tabor, Director of Enrollment Management
Phil Terpstra, Dean of Academics
Nancy Unruh, Registrar

CALL TO ORDER:

Chair Wasinger called the regular board meeting to order at 6:01 p.m.

COMMENTS FROM THE CHAIR:

Chair Wasinger made the following comments:

- Congratulated Samantha Sanger, Dr. Clint Alexander, Chief Rodney Dozier, Brandy Unruh, and Patsy Zeller for receiving the 2019 National Institute on Staff and Organizational Development Excellence Award. This award recognizes extraordinary work of faculty, administrators and staff.
- Chair Wasinger celebrated Student Government Association for the completion of Buster Bikes share program.

INTRODUCTION OF NEW EMPLOYEES:

Karla Armstrong, Vice President of Administrative Services/CFO, introduced new employees Brooke Garvey, Assistant to the Payroll Coordinator, and Zac Miller, Assistant Football coach. Derek Ramos, Dean of Facilities introduced new employee Lance Miller, Network Administrator.

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

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Clara Jackson, SGA President reported the following:

Garden City Community College’s Student Government Association (SGA) began the “Buster Bikes” bike share program on February 7, 2019. Buster Bikes is a bicycle checkout program for GCCC students who may want or need an easy and efficient transportation solution within the city limits. The SGA Student Activities Center has acquired six bicycles to begin the sharing program. Jackson reported that all bikes had been checked out and in use at the present time.

Upcoming events for consideration:

SGA will host a Game Show in Cafeteria	March 18
Casino Night in Cafeteria	March 28

SGA members are discussing and planning activities for Earth Day. One idea is for campus organizations to adopt a spot for spring cleanup. Members are discussing the possibility of wrapping a no smoking policy campus survey into the day’s events. A brief discussion regarding making “River Cleanup” an annual event took place.

Chair Wasinger thanked Jackson for her report.

REPORT FROM FACULTY SENATE:

Phil Hoke, Drama Instructor/Faculty Senate, reported that professional development funds had been approved for English Instructor, Courtney Morris to attend a seminar. Faculty Senate is accepting nominations for 2019-2020 senate offices. Faculty Senate is reviewing Instructional Policies and Senate Bylaws. Arrangements are in progress for the end of the year activities.

Trustees thanked Hoke for his report.

DISCUSSION OF PUBLIC COMMENTS:

Chair Wasinger stated that due to recent events, and in order to move forward safely and with decorum, it is his recommendation that the public comment portion of Garden City Community College be suspended temporarily. Wasinger went on to say that meetings need to be structured, orderly, and mission-focused so that the Board can complete its work. Trustees are readily accessible through their Buster email accounts that are listed on the GCCC web site and if contacted will willingly share telephone contact information.

Motion:

Crist moved, seconded by Worf to suspend the open comments segment of the Garden City Community College Board of Trustees meetings temporarily, effective at the February 12, 2019 meeting.

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

Motion carried: 4-2

Dr. Ruda requested permission from Chair Wasinger to move item III-A-2b Bi-Annual, Executive Limitations, Essential Skills report for review at this time in the meeting. Permission was granted.

BI-ANNUAL, EXECUTIVE LIMITATIONS, ESSENTIAL SKILLS:

Due to the significant improvement and process changes enacted over the course of the last year in respect to Student Learning Assessment and Essential Skills, Dr. Ruda invited Brian McCallum to clarify the new processes. McCallum gave a brief overview of the new process and went on to express his appreciation to administration for the training received in the last year to help faculty in the assessment process.

Trustees accepted this monitoring report as presented.

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.

JUCO Trivia/Scholarship Giveaway:

The Broncbuster Bookstore sponsored GCCC trivia contests and a scholarship giveaway by JUCO Product last month. JUCO Product co-owner, Robert Young, the father of a former Broncbuster Athlete, was able to represent the company by traveling to Garden City to take part in a Facebook Live Session where he helped to draw the names of two GCCC students who were named the winners of \$200 scholarships, provided by JUOC Products. A Broncbuster Bookstore gift basket of JUCO Product prizes was also given out to a GCCC student.

Martin Luther King Jr. Celebration:

Over 500 students, staff, and community members filled the stands at the Conestoga Arena of the Dennis Perryman Athletic Complex for Garden City Community College's annual Dr. Martin Luther King Jr. Day Ceremony. Student Government Association President, Clara Jackson, welcomed the audience and invited GCCC students to recite poems. The GCCC Choir, directed by Mr. Clay Wright, sang and were followed by an address from Keynote Speaker, Bryan Terrell Clark. Clark shared a message of embracing and pursuing your dreams, in honor of Dr. King. Clark shared his struggles as he began to pursue his dreams. He encouraged the audience to follow their aspirations also, and to seek motivation out even when passion seemed hard to come by. "Find a reason to be happy every single day,"

St. Mary's School Visit:

Dr. Ruda shared that he had visited with the 3rd grade classes at St. Mary's Catholic School on January 28 to help the classes launch their celebration of Catholic School's week. The students learned about the impact that the 3rd grade has on their future and how a college education would benefit their future as well. Dr. Ruda shared information about fields of study available to them at GCCC and students were given the chance to ask questions about GCCC. Dr. Ruda invited the 3rd grade classes of St. Mary's Catholic school to participate in the GCCC Centennial celebration along with faculty and staff. Dr. Ruda asked St. Mary's Catholic school 3rd grade class to join him this fall to walk in the Centennial Parade.

St. Dominic's School Visit:

The NAU Foundation sponsored the "My PLAN for the Future" essay contest for all middle school students in Garden City this Fall. Five winners from Mrs. Gerber's 6th grade classroom at St. Dominic's were selected as winners, with the overall winner, Kyleigh Whitehurst, receiving a \$250 cash prize. As a local business partner of GCCC and an education supporter, Ron Kreutzer and Screen Printing and Specialties sponsored the "My PLAN for the Future" prizes. Mr. Kreutzer and Dr. Ruda were on hand on January 31 for a small awards ceremony with the class, the winners, and their parents. The entire class also spent a half-day on the campus for lunch, an admissions tour, and activities with the DPS and AG departments.

Read Out Loud Day:

Dr. Ruda was pleased to note that USD 457 invited GCCC's Ashley Salazar, Director of Public Relations and Daniel Reyes, Media Instructor to Read Out Loud at Alta Brown and Bernadine Sitts for National Aloud Loud Day on February 1.

Adult Learning Center at Rotary Club:

Dr. Ruda shared that Hector Martinez, Linda Miller, and Claudia Horney gave a presentation to the Garden City Rotary Club on January 30, to bring attention to the good work that they are doing in the Adult Learning Center and the Access and Opportunity Center with English Acquisition and GED classes. The three delivered an informational presentation and shared success stories about members in our community who have benefited from the programming offered in Adult Education at GCCC. Claudia the GED Coordinator, who is a graduate of the ESL classes herself, passionately shared her experiences and successes after taking part in the program.

Dance/Cheer Camps:

The Buster Dance and Cheer teams hosted camps February 6 through 9. Junior Busters Cheerleaders and Junior Aloha Island Dancers performed at the February 9 Broncbuster Basketball Games after taking part in several days of camp fun and preparation. Over 75 youth participated in the camps. Dr. Ruda expressed his appreciation to Jamie Richardson, GCCC Cheer Coach, and Sophia Hernandez, GCCC Dance Coach for hosting the camps.

Mercer Demonstration and Closing Reception for "The Truth is the Truth Changes":

The Mercer Gallery started off 2019 with allegorical paintings by Kansas University painting instructor Michael McCaffrey. His large-scale figurative paintings, which explore aging and the human condition, were featured in the main gallery through February. McCaffrey was on campus on January 25, giving a live painting demonstration. Students from the KU Painting Club also exhibited work in the back gallery. A closing reception was held on February 1.

NISOD Thinking Critically Training:

Dr. Ruda reported that Garden City Community College hosted the National Institute for Staff and Organizational Development (NISOD) on January 11 for a one-day "Teaching Critical Thinking" Regional Workshop. Attendees included all faculty members at Garden City Community College, including Dean of Technical Education and Workforce, Chuck Pfeifer, and Dean of Academics, Phil Terpstra, as well as additional attendees from the surrounding area, including participants from Barton County Community College, Johnson Community College, Butler Community College and Mid-Plains Community College.

Learning Communities:

Dr. Ruda announced that Faculty Senate has been hosting "Learning Community" events for the entire staff. In January, Chip Marcy, Economics instructor, hosted a Learning Community and round table discussion to explore the seeming disconnect between what faculty automatically expect out of their students (with regards to everything from grade expectations to bringing pencil and paper to class) and the expectations students bring with them today as they enter the GCCC classroom.

Wellness Initiative:

Dr. Ruda noted that GCCC Employees have begun taking part in the Wellness Initiative, led by faculty member Karen Adams. Employees are welcome to take part in periodic fitness classes and fitness education classes, including healthy food options, and are also given the chance to get healthy together by participating in competitions for steps and weekly/monthly fitness and health challenges. The Physical Education department is also helping by offering weekly weigh-ins for employees each Friday.

John Deere Commercial:

American Implement visited Garden City Community College on Thursday, January 31 to film a commercial for the John Deere TECH (JDAT) program, which is housed in the John Collins Vocational Technical Building at GCCC. GCCC is one of the twenty-one global locations currently hosting the TECH program, which provides training and certification for John Deere dealer sponsored, paid interns to work on all John Deere equipment from diesel engines, powertrains, and hydraulics to machine set-up systems. The Commercial will air locally and on social media for recruitment into those programs.

Quiz Bowl:

Dr. Ruda shared that fourteen teams from Kansas and Oklahoma community colleges participated in this year's Quiz Bowl Sectional Tournament on Saturday, January 26th. Sectionals is a more difficult style of tournament with less time to answer questions and a high risk/high reward point structure. GCCC's A team took third place overall with a win-loss record of 8-2 and scored 2,020 points, which was the highest point score of all of the teams at the tournament.

Meats Team:

Congratulations to the GCCC Meats Team which placed 2nd at the Southwestern Contest. The team finished 2nd in all categories (Beef Grading, Lamb Judging, Pork Judging, Beef Judging, Placings and Total Beef) except Questions, in which they placed 3rd. Individually, the team had four students place.

Theatre students CACTF:

Five Garden City Community College students returned from representing GCCC in Sioux Falls at the Kennedy Center American College Theatre Festival (KCACTF) in January. Each felt that they gained something valuable after participating in the festival.

Physics students at APSWUiP:

Six (6) Garden City Community College students attended the American Physical Society (APS) Conference for Undergraduate Women in Physics (CUWiP), which was held at Texas A&M University in Corpus Christi, TX from January 18 to January 20.

Dr. Ruda called Trustees attention to the Annual report that was previously laid at each place. Dr. Ruda thanked Ashley Salazar, Cecilia Miller, and Melody Brooks for putting this piece together and for providing a very comprehensive and professional report to the public.

In addition, Dr. Ruda spoke to Trustees regarding proposed house bill 2144, a bill that deals with transparency within community colleges; relating to budget authority; identification of transferable credits; and residency requirements. Dr. Ruda will continue to monitor this bill as it could significantly impact the 19 Kansas Community Colleges.

Chair Wasinger thanked Dr. Ruda for his report.

DISCUSSION OF PROPOSED SALE OF LAND (510 N. CAMPUS):

Dr. Ruda reported to Trustees that he has been approached by a party that is interested in acquiring the property at 510 N. Campus, currently owned by Garden City Community College. Dr. Ruda presented this information to the board for their consideration. A brief discussion took place regarding the pros and cons of liquidating this property. Board consensus is to retain the above mentioned property.

EXECUTIVE SESSION:

Motion:

Wasinger moved, seconded by Martinez to go into executive session for thirty (30) minutes, at 7:10 p.m., allowing five (5) minutes to clear the room, for consultation with the attorney for the Board of Trustees on matters that would be deemed privileged in the attorney client relationship, specifically discussion of claims and liability. The open meeting will resume in the Endowment Room of the Beth Tedrow Student Center in 30 minutes (7:45 p.m.). No Binding Action will be taken.

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

Motion carried: 6-0

Included in Executive Session:

GCCC Board of Trustees
Dr. Ryan Ruda, Interim President
Randy Grisell, Attorney for the GCCC Board of Trustees
Jordan Ford, Attorney with Lewis Brisbois

Board reconvened into regular session at 7:45 p.m.

EXECUTIVE SESSION:

Motion:

Douglass moved, seconded by Crist to resume the executive session for fifteen (15) minutes, at 7:45 p.m., allowing five (5) minutes to clear the room, to continue consultation with the attorney for the Board of Trustees on matters that would be deemed privileged in the attorney client relationship, specifically discussion of claims and liability. The open meeting will resume in the Endowment Room of the Beth Tedrow Student Center in 15 minutes (8:05 p.m.). No Binding Action will be taken.

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

Motion carried: 6-0

Included in Executive Session:

GCCC Board of Trustees
Dr. Ryan Ruda, Interim President
Randy Grisell, Attorney for the GCCC Board of Trustees
Jordan Ford, Attorney with Lewis Brisbois

Board reconvened into regular session at 7:45 p.m., no binding action was taken.

CONSENT AGENDA:

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

Chair Wasinger then asked for a motion approving consent agenda items II A-I.

Motion:

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

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

Motion carried: 6-0

Approved actions follow:

- (A) APPROVED MINUTES** of previous meeting (January 8, 2019)
(Supporting documents filed with official minutes.)
- (B) APPROVED PERSONNEL ADJUNCT/OUTREACH CONTRACTS**, as presented
(Supporting documents filed with official minutes.)
- (C) APPROVED SUBMITTED FINANCIAL INFORMATION**, as presented
(Supporting documents filed with official minutes.)
- (D) APPROVED 2019-2020 TUITION, FEES, ROOM AND BOARD**, as presented
(Supporting documents filed with official minutes.)
- (E) APPROVED RESOLUTION 2019-01 WITHDRAWAL FROM EDUKAN AGREEMENT**, as presented
The college has provided notice to EduKan of intent to withdraw from the consortium partnership on August 20, 2018. The Kansas Attorney General has requested board authorization and official notice of nonrenewal from EduKan. This resolution is official notification that will be sent to EduKan and filed with the Kansas Attorney General.
(Supporting documents filed with official minutes.)
- (F) APPROVED EXTENSION OF GREAT WESTERN DINING CONTRACT**, as presented
Great Western Dining (GWD) has provided GCCC foodservice since 2008. 2018-2019 is the 5th year of a 5-year contract. Contract rates have not been finalized, however GWD has assured GCCC that rates will be held to the CPI. GCCC wishes to extend the current contract for one additional year and seek formal solicitation for the 2020-21 school year.
(Supporting documents filed with official minutes.)
- (G) APPROVED HYDRONIC HW PIPE REPLACEMENT (south tunnel)**, as presented
The original 6" Hydronic Hot Water pipe was installed into our tunnel system in 1969. The pipe initially provided heating service to the five original buildings: SAFL Library, Administration, Academic, FOUS, and the JOYC Fine Arts buildings. In 2002, the college added the Chiller plant addition with a 4 pipe-chilling loop and two ammonia chillers. In 2006, the college added the 660 ton Trane Chiller and replaced sections of the existing 6" Hydronic HW pipe in the south Tunnel. The Hydronic Hot Water line has served the college for 50 years and has lasted well in excess of its life expectancy.

Due to age related deterioration, approximately 650 feet of piping are in need of complete replacement. The Facilities department designed and released an RFP with specifications to replace sections of the original 6" Hydronic Hot Water pipe that were not replaced in 2006. It is proposed to remove and replace approximately 650 feet of existing piping representing 325 feet of the hot water supply line and 325 feet of the hot water return line. All non-servicing valves will be removed. The contractor shall install new 6" Schedule 40 steel pipe valves and five expansion joints with required fittings in our existing pipe stands in the tunnel. The contractor shall coordinate all work to be done with the contractor hired by GCCC to repair the south tunnel cap and shall be done before the start of the fall 2019 semester.
(Supporting documents filed with official minutes.)
- (H) APPROVED MECHANICAL SOUTH TUNNEL CAP REPLACEMENT**, as presented
The original Tunnel system was designed and constructed in 1968 to 1969. The tunnel system serves as a mechanical pathway for HVAC, electrical, irrigation and communication lines. The tunnel system begins at the Physical Plant and runs east all the way to the front of the Academic building. From the Academic building the tunnel runs north to the FOUS Building. The tunnel then heads back west all the way to the front of the JCVT building. The tunnel branches back to the north at the intersection between the JOYC and FOUS buildings to serve the DPAC building. The tunnel in front of the JCVT building heads back south to the

Physical Plant building completing the loop. The tunnel cap has been in place for 50 years. We have replaced a section of the north Tunnel Cap in 2017 during the time of the Dorm Parking lot replacement.

Stewart Nelson, architect of GMCN, designed and released specifications for the replacement of the South Tunnel Cap. This project includes removal and replacement of the pedestrian sidewalk, which is structural to the top, and sidewalls portions of the tunnel. It is proposed to replace 610 lineal feet of tunnel cap and installing an 8'-0" concrete mechanical tunnel cap. The project will begin in the quad area in front of the Academic

building and head west for approximately 610'. Project start date is May 13, 2019 and our timeline for completion is 100 calendar days (August 21, 2019). We will have the main traversed area in the quad completed before the start of school. The contractor will be responsible for safety hazards during the tunnel cap replacement. In addition, the college will also have our facilities department oversee the safety of the project for pedestrians.

(Supporting documents filed with official minutes.)

(I) APPROVED PROFESSIONAL SERVICE PROVIDERS, as presented

(Supporting documents filed with official minutes.)

MONITORING REPORTS and ENDS REPORTS:

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

- Bi-Annual, Executive Limitations, Asset Protection #5
- Bi-Annual, Executive Limitations, Essential Skills
- Annual, Executive Limitations, Personal Enrichment

Trustees agreed to accept the monitoring reports as presented.

REVIEW OF MONITORING REPORTS:

Trustees reviewed the following monitoring reports:

- Annual, Executive Limitations, Information and Advice
- Annual, Executive Limitations, Asset Protection

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

No Policy Governance review was scheduled.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION (FCEDC):

Trustee Martinez reported the following:

- FCEDC Lona DuVall, President/CEO, is currently at the World Ag Expo in California promoting our region.
- FCEDC will meet on Wednesday of next week to discuss day care solutions.
- GCCC will be meeting with Maker Space to receive update on timeline.

REPORT FROM KANSAS ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (KACCT):

Trustee Crist reported the following:

- KACCT Executive Director, Linda Fund, will be retiring in March. Her position is currently advertised.
- March 7 is the next meeting and will also be the PTK Capitol visit and awards luncheon.
- KACCT is accepting nominations for the national election.

REPORT ON HIGHER LEARNING COMMISSION (HLC):

Jacquelyn Messinger, VP Institutional Effectiveness & Accountability, reported that Institutional Actions Council hearing is scheduled for April 29-30 in Chicago. The preliminary report has been received and GCCC will have the opportunity to address factual errors.

OWNERSHIP LINKAGE:

Trustees took a few minutes to express their appreciation to recently retired employee, Dallas Crist, for her service to Garden City Community College. Dallas served GCCC with honor and great integrity.

CALENDAR DATES:

Chair Wasinger reviewed calendar dates with Trustees.

EXECUTIVE SESSION:

Motion:

Douglass moved, seconded by Worf to go into executive session for sixty (60) minutes, no consultation with the attorney, at 8:25 p.m., allowing five (5) minutes to clear the room, to discuss confidential employee information pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy, specifically contract responsibilities. The open meeting will resume in the Endowment Room of the Beth Tedrow Student Center in 60 minutes (9:30 p.m.). No Binding Action will be taken.

Ayes: Crist, Douglass, Hitz, Wasinger, Worf

Nays: None

Motion carried: 6-0

Board recessed into executive session at 8:25 p.m.

Included in Executive Session:

GCCC Board of Trustees

Dr. Ryan Ruda, Interim President

Jacquelyn Messinger, VP Institutional Effectiveness & Accountability

Board reconvened into regular session at 9:30 p.m.

No official action was taken.

Motion:

Crist moved, seconded by Douglass to offer the position of President of Garden City Community College to Interim President, Ryan Ruda, and to enter into contract negotiations.

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

Nays: None

Motion carried: 6-0

Motion:

Worf moved, seconded by Crist to adjourn the February 12, 2019 Garden City Board of Trustee meeting.

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

Nays: None

Motion carried: 6-0

Meeting of Trustees
February 12, 2019

Meeting adjourned at 9:35 p.m.

UPCOMING CALENDAR EVENTS:

March 22	All Employee Meeting, 8:30 a.m., Pauline Joyce Fine Arts Auditorium
March 24	Phi Theta Kappa Induction
March 28	Casino Night GCCC Annual Welding Competition
April 9	Board of Trustee Meeting, 6:00 p.m., Beth Tedrow Student Center, Endowment Room
April 12	GCCC Endowment Association Annual Scholarship Auction, 6:30
April 18	Ambassador Selection Banquet, 6:00 p.m., Beth Tedrow Student Center, Endowment Room
April 19 & 22	Campus Closed, No Classes, Easter Break
April 25	Retirement Reception, 2:00-3:30 p.m., Beth Tedrow Student Center, Endowment Room Jazz Ensemble, 7:30 p.m., Pauline Joyce Fine Arts Auditorium
April 26	All Employee Meeting, 8:30 a.m., Pauline Joyce
May 3	Commencement. 7:00 p.m., Conestoga Arena
May 6-10	Finals
May 27	Campus Closed, No Classes, Memorial Day

Debra J. Atkinson
Deputy Clerk

Dr. Ryan Ruda
President

Dr. Blake Wasinger
Chairman of the Board

Agenda No: II-B

Date: March 12, 2019

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

Presenter: Dr. Ryan Ruda, President

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:



March 5, 2019

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

New Hires

Lizette Avalos, Student Support Services Advisor, effective, February 19, 2019
Patrick Hiltz, Head Volleyball Coach, effective, March 11, 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 3/12/2019)

INSTRUCTOR	CLASS	AMOUNT
ADJUNCT FACULTY CONTRACTS		
Hornbeck, Deb	Strategic Team Building CRIM-165-06 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 09/29/2018 - 09/30/2018	\$ 500.00
		TOTAL \$ <u>500.00</u>
NON-CREDIT CLASS CONTRACTS		
Burgardt, Tom Legal Instructor	Kansas Conceal and Carry CRMJ-300-03 NON-CREDIT - 3 hours 3 contact hour(s) @\$30.00 = \$90.00 03/02/2019 - 03/02/2019	\$ 90.00
Homm, Mike Lead Range	Kansas Conceal and Carry CRMJ-300-03 NON-CREDIT - 10 hours 10 contact hour(s) @\$30.00 = \$300.00 03/02/2019 - 03/02/2019	\$ 300.00
Homm, Mike Lead Range	Women on Target-NRA Basic Pistol CRIM-315-02- NON-CREDIT 5 contact hours @ \$35.00 = \$175.00 02/02/2019 - 02/02/2019	\$ 175.00
Pauley, Paul Range Assist	Kansas Conceal and Carry CRMJ-300-03 NON-CREDIT - 4 hours 4 contact hour(s) @\$20.00 = \$80.00 03/02/2019 - 03/02/2019	\$ 80.00
Pauley, Paul Range Assist	Women on Target-NRA Basic Pistol CRIM-315-02- NON-CREDIT 5 contact hours @ \$25.00 = \$125.00 02/02/2019 - 02/02/2019	\$ 125.00
Prewitt, Robert Lead Range	Kansas Conceal and Carry CRMJ-300-03 NON-CREDIT - 4 hours 4 contact hour(s) @\$20.00 = \$80.00 03/02/2019 - 03/02/2019	\$ 80.00
Prewitt, Robert Lead Instructor	Women on Target-NRA Basic Pistol CRIM-315-02- NON-CREDIT 10 contact hours @ \$35.00 = \$350.00 02/02/2019 - 02/02/2019	\$ 350.00
		TOTAL \$ <u>1,200.00</u>

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT/OUTREACH FACULTY CONTRACTS**
 (Presented to Board of Trustees for Approval 3/12/2019)

ONLINE ADJUNCT FACULTY CONTRACTS

Acevedo, Naysha	Abnormal Psychology PSYC-201-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 03/04/2019 - 05/09/2019	\$	1,500.00
Burrus, Cynthia	Intro to Computer Concepts & Appl CSCI-110-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 03/04/2019 - 05/09/2019	\$	1,500.00
Burrus, Cynthia	Intro to Political Science POLS-104-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 03/04/2019 - 05/09/2019	\$	1,500.00
Heaton, Tyrell	World Geography GEOG-101-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1,800.00 03/04/2019 - 05/09/2019	\$	1,800.00
Komm, Adam	Marketing BSAD-123-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1,500.00 03/04/2019 - 05/09/2019	\$	1,500.00
Spero, Susan	General Psychology PSYC-101-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1,500.00 03/04/2019 - 05/09/2019	\$	1,500.00
TOTAL			\$ 9,300.00

Agenda No: II-C

Date: March 12, 2012

Topic: Financial Information

Presenter: Dr. Ryan Ruda, President

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 2019

Purchases over \$50,000 requiring bid sheets

Payments over \$50,000 not requiring bid sheets

- Check #267804 to Commerce Bank for \$63,973.59 for various purchase card purchases.
- Check 268284 to Great Western Dining for \$72,404.79 for various invoices.
- Check #268382 to Blue Cross Blue Shield for \$95,645.76 for March 2019 employee health insurance.

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	16,043.00-	1,681,176.00-	2,105,000.00-	423,824.00-
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	2,160.00-	216,720.00-	410,000.00-	193,280.00-
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	92.00-	76,768.00-	110,000.00-	33,232.00-
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	4,921.96-	518,325.92-	525,000.00-	6,674.08-
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	3,419.23-	2,404.31-	75,100.00-	77,504.31
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	196.00-	117,208.00-	115,000.00-	2,208.00-
11-00-0000-00000-4014 TUITION BORDER STA	0.00	1,275.00-	181,500.00-	255,000.00-	73,500.00-
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	557.00-	202,008.00-	345,000.00-	142,992.00-
11-00-0000-00000-4016 NO SHOW FEE : GENE	0.00	1,000.00-	7,750.00-	13,500.00-	5,750.00-
11-00-0000-00000-4018 RESOURCE CHARGE :	0.00	3,152.00-	324,408.00-	360,000.00-	35,592.00-
11-00-0000-00000-4020 INTERNATIONAL FEE	0.00	600.00-	482.27-	4,100.00-	3,617.73-
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	3,843.00-	397,659.00-	315,000.00-	82,659.00-
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	1,420.00-	21,560.00-	30,000.00-	8,440.00-
11-00-0000-00000-4512 VENDING MACHINES :	0.00	220.68-	3,599.71-	5,000.00-	1,400.29-
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,668,505.00-	1,668,505.00-	0.00
11-00-0000-00000-4803 AD VALOREM PROPRT	0.00	6,145.157-83-	6,145,157.83-	9,819,183.00-	3,674,025.17-
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	749,364.03-	680,000.00-	69,364.03
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	10,331.11-	9,000.00-	1,331.11
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	140,509.66-	185,000.00-	44,490.34-
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	79,242.88-	151,000.00-	71,757.12-
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	12,526.22-	12,000.00-	526.22
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	9,937.88-	16,000.00-	6,062.12-
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	16,961.85-	87,500.00-	70,538.15-
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	2,465.65-	15,000.00-	12,534.35-
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	178,137.94-	150,000.00-	28,137.94-
11-00-0000-00000-4817 NEIGH REV: : GENE	0.00	0.00	31,211.32	35,000.00	3,788.68
11-00-0000-00000-4902 INTEREST INCOME :	0.00	61,488.83-	96,776.70-	100,000.00-	3,223.30-
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	1,275.00-	7,012.50-	40,000.00-	32,987.50-
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	32,746.58-	75,000.00-	42,253.42-
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	1,277.86-	123,976.45-	74,609.00-	49,367.45
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	906.15-	6,558.77-	10,000.00-	3,441.23-
11-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,313,140.00	1,313,140.00
Totals for FUND: 11 - GENERAL	0.00	102,341.71-	12,644,293.06-	15,962,157.00-	3,317,863.94-
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	1,726.00-	288,987.36-	263,324.00-	25,663.36
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	2,070.00-	56,022.00-	30,000.00-	26,022.00
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	999,220.00-	999,220.00-	0.00
12-00-0000-00000-4603 STATE PMT FOR TUIT	0.00	0.00	57,604.00-	80,000.00-	22,396.00-
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,313,140.00-	1,313,140.00-
Totals for FUND: 12 - PTE FUND	0.00	3,796.00-	1,401,833.36-	2,685,684.00-	1,283,850.64-
61-00-0000-00000-4803 AD VALOREM PROPRT	0.00	0.00	310,482.23-	495,799.00-	185,316.77-
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	37,908.77-	32,840.00-	5,068.77
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	522.62-	419.00-	103.62
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	7,115.57-	9,380.00-	2,264.43-
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	4,003.73-	7,292.00-	3,288.27-
61-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	633.68-	0.00	633.68
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	502.79-	749.00-	246.21-
61-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	858.07-	4,922.00-	4,063.93-
61-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	124.59-	0.00	124.59
61-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	9,000.54	20,000.00	10,999.46
61-00-0000-00000-4817 NEIGH REV: : GENE	0.00	0.00	1,577.22	0.00	1,577.22-

61-00-0000-00000-9999	CONTINGENCY ACCOUNT	0.00	0.00	0.00	0.00	468,599.00-	468,599.00-	100.00
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Totals for FUND: 61 - CAPITAL OUTLAY		0.00	0.00	351,574.29-	1,000,000.00-	648,425.71-	64.84	
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Totals for BUDGET.OFFICER: Unassigned		0.00	106,137.71-	14,397,700.71-	19,647,841.00-	5,250,140.29-	26.72	
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EXPENSES

03/05/19

Garden City Community College
 Annual Budget Report Ending 02/28/19
 Options - All Statuses

Page: 1

Fiscal Year: 2019

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	1,072.45	7,507.68	0.00	7,507.68-	0.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	19,590.72	139,032.30	212,920.00	73,887.70	34.70
DEPARTMENT: 11020 - HUMANITIES	0.00	9,100.32	56,582.77	69,664.00	13,081.23	18.78
DEPARTMENT: 11021 - ENGLISH	0.00	31,286.71	255,989.34	412,350.00	156,360.66	37.92
DEPARTMENT: 11022 - SPEECH	0.00	7,070.06	56,329.03	75,231.00	18,901.97	25.13
DEPARTMENT: 11023 - PHILOSOPHY	0.00	403.69	2,018.45	0.00	2,018.45-	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	0.00	1,614.76	0.00	1,614.76-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	4,595.60	34,204.50	53,190.00	18,985.50	35.69
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 11030 - ART	1,129.75	13,582.60	88,056.46	143,418.00	54,231.79	37.81
DEPARTMENT: 11031 - DRAMA	393.26	5,867.22	42,231.81	76,541.00	33,915.93	44.31
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	7,222.56	49,568.16	85,010.00	35,441.84	41.69
DEPARTMENT: 11033 - INST MUSIC	0.00	11,729.22	86,044.86	101,349.00	15,304.14	15.10
DEPARTMENT: 11040 - SCIENCE	223.80	28,318.45	199,486.52	370,111.12	170,400.80	46.04
DEPARTMENT: 11050 - MATH	0.00	27,383.84	207,580.54	288,990.00	81,409.46	28.17
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	30,284.23	237,488.36	312,602.60	75,114.24	24.03
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	7,711.83	60,923.82	63,902.00	2,978.18	4.66
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	5,287.44	43,214.75	79,943.00	36,728.25	45.94
DEPARTMENT: 11081 - READING	0.00	5,017.15	39,042.31	60,736.00	21,693.69	35.72
DEPARTMENT: 11082 - ESL	0.00	5,913.89	41,509.46	73,480.00	31,970.54	43.51
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	133.91	12,921.41	3,057.00	9,864.41-	322.67-
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	413.97	4,671.36	2,325.00	2,346.36-	100.91-
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	4,023.51	8,375.32	344,877.06	612,170.00	263,269.43	43.01
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	538.25	0.00	538.25-	0.00
DEPARTMENT: 41000 - LIBRARY	2,520.92	12,014.72	111,449.37	188,072.00	74,101.71	39.40
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	20,197.69	7,371.34	55,940.36	88,316.00	12,177.95	13.79
DEPARTMENT: 42000 - DEAN OF LEARNING S	183,068.50	13,788.25	183,259.84	983,965.40	617,637.06	62.77
DEPARTMENT: 42001 - DEAN OF ACADEMICS	6,275.90	13,670.34	104,729.71	159,412.88	48,407.27	30.37
DEPARTMENT: 42002 - OUTREACH	0.00	1,847.28	91,828.38	94,293.00	2,464.62	2.61
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	9,245.40	53,303.32	72,706.00	19,402.68	26.69
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	5,785.63	46,658.11	70,875.00	24,216.89	34.17
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	25,473.15	211,575.98	312,199.00	100,623.02	32.23
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	12,474.89	93,362.75	166,793.00	73,430.25	44.02
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	4,441.80	37,160.93	56,965.00	19,804.07	34.77
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	37,022.46	204,244.61	353,866.00	149,621.39	42.28
DEPARTMENT: 50030 - ADMISSIONS	135.02	8,441.73	98,837.31	155,378.00	56,405.67	36.30
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	150.00	17,214.31	112,134.61	172,257.00	59,972.39	34.82
DEPARTMENT: 50050 - STUDENT HEALTH SER	73.70	5,166.83	41,774.57	70,690.00	28,841.73	40.80
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	122.91	20,781.20	390,750.34	735,356.14	344,482.89	46.85
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	12,156.20	118,322.58	179,321.63	60,999.05	34.02
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	11,900.44	119,619.86	165,368.19	45,748.33	27.66
DEPARTMENT: 55003 - MEN'S TRACK	0.00	6,507.35	39,498.04	67,480.00	27,981.96	41.47
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	6,742.28	35,820.99	66,972.00	31,151.01	46.51
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	10,578.37	89,199.61	128,363.00	39,163.39	30.51
DEPARTMENT: 55006 - FOOTBALL	0.00	36,764.51	405,558.98	537,283.00	131,724.02	24.52
DEPARTMENT: 55007 - BASEBALL	13.25	11,533.96	109,290.74	171,439.00	62,135.01	36.24
DEPARTMENT: 55008 - VOLLEYBALL	0.00	224.00	43,639.19	109,692.00	66,052.81	60.22
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	4,143.41	45,274.63	66,762.00	21,487.37	32.19
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	2,879.39	43,080.77	66,281.00	23,200.23	35.00

DEPARTMENT: 55012 - CHEERLEADING	0.00	4,905.77	44,924.72	63,623.04	18,698.32	29.39
DEPARTMENT: 55013 - DANCE TEAM	0.00	3,330.12	27,036.11	42,250.00	15,213.89	36.01
DEPARTMENT: 55014 - RODEO TEAM	500.00	13,281.87	109,236.18	162,726.00	52,989.82	32.56
DEPARTMENT: 55015 - MEN'S GOLF	0.00	1,977.89	25,584.17	39,265.00	13,680.83	34.84
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	13,607.92	112,283.12	135,915.00	23,631.88	17.39
DEPARTMENT: 55020 - PEP BAND	0.00	4,474.34	38,183.17	60,037.00	21,853.83	36.40
DEPARTMENT: 61000 - PRESIDENT	26,330.22	23,642.41	390,653.18	645,413.06	228,429.66	35.39
DEPARTMENT: 61001 - BOARD OF TRUSTEES	0.00	788.92	280,248.56	21,084.94	259,163.62	229.13-
DEPARTMENT: 61005 - ATTORNEY	16,667.50	32,518.61	114,667.67	125,000.00	6,335.17-	5.06-
DEPARTMENT: 62000 - VP OF ADMIN SERVIC	6,364.34	67,601.14	620,472.23	1,333,612.00	706,775.43	53.00
DEPARTMENT: 62005 - DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 62010 - HUMAN RESOURCES	7,423.86	9,867.96	62,343.30	169,167.00	99,399.84	58.76
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	4,785.37	53,122.47	71,132.00	18,009.53	25.32
DEPARTMENT: 62050 - ONE-TIME PURCHASES	6,489.72	0.00	118.24-	69,528.00	63,156.52	90.84
DEPARTMENT: 63000 - MARKETING/PR	9,911.00	10,291.23	98,922.02	155,610.00	46,776.98	30.06
DEPARTMENT: 64000 - INFORMATION TECHNO	21,319.54	40,791.58	459,594.70	628,448.00	147,533.76	23.48
DEPARTMENT: 65000 - CENTRAL SERVICES	3,363.25	10,693.20	86,863.23	141,665.00	51,438.52	36.31
DEPARTMENT: 67000 - INSTITUTION EFFECT	0.00	15,333.84	139,595.42	192,192.00	52,596.58	27.37
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	1,080.80	11,260.04	101,625.67	167,943.00	65,236.53	38.84
DEPARTMENT: 71000 - BUILDINGS	24,889.77	32,846.92	262,374.69	432,002.00	144,737.54	33.50
DEPARTMENT: 72000 - CUSTODIAL SERVICES	4,665.95	50,100.35	372,272.66	600,223.00	223,284.39	37.20
DEPARTMENT: 73000 - GROUNDS	26,135.55	23,493.24	162,484.14	322,642.00	134,022.31	41.54
DEPARTMENT: 73001 - ATHLETIC FIELDS	5,550.00	0.00	10,580.71	30,000.00	13,869.29	46.23
DEPARTMENT: 74000 - VEHICLES	58,732.92	17,695.04	170,751.07	386,719.00	157,235.01	40.66
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	12,333.80	93,016.46	193,980.00	100,963.54	52.05
DEPARTMENT: 76000 - INSURANCE	0.00	5,855.82	210,691.38	254,659.00	43,967.62	17.27
DEPARTMENT: 77000 - UTILITIES	0.00	66,236.17	488,918.76	830,000.00	341,081.24	41.09
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	1,379.53-	37,205.81-	0.00	37,205.81	0.00
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	183.00	183.00-	2,500.00	2,683.00	107.32
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	17,446.00	42,578.00	30,000.00	12,578.00-	41.92-
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	5,791.00	13,487.00	11,000.00	2,487.00-	22.60-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	84,817.00	157,591.00	151,000.00	6,591.00-	4.35-
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	61,361.00	121,129.00	106,000.00	15,129.00-	14.26-
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	2,104.00	4,232.00	0.00	4,232.00-	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	10,269.73	28,415.85	36,000.00	7,584.15	21.07

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FUND: 11 - GENERAL	437,752.63	1,186,836.17	9,777,311.86	15,962,157.00	5,747,092.51	36.00
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Fiscal Year: 2019

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	5,055.91	36,717.92	59,831.00	23,113.08	38.63
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	0.00	218.29	250.00	31.71	12.68
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	5,249.90	40,780.94	44,834.00	4,053.06	9.04
DEPARTMENT: 12200 - ADN PROGRAM	0.00	37,081.31	208,230.71	322,033.00	113,802.29	35.34
DEPARTMENT: 12201 - LPN PROGRAM	0.00	35,254.76	197,108.11	302,410.00	105,301.89	34.82
DEPARTMENT: 12202 - EMT	1,290.55	17,748.96	124,633.15	184,875.00	58,951.30	31.89
DEPARTMENT: 12203 - ALLIED HEALTH	90.00	15,921.64	127,156.59	208,362.00	81,115.41	38.93
DEPARTMENT: 12210 - AGRICULTURE	1,140.00	4,165.36	33,118.80	60,998.00	26,739.20	43.84
DEPARTMENT: 12211 - ANIMAL SCIENCE	1,410.00	20,891.31	88,484.43	106,531.00	16,636.57	15.62
DEPARTMENT: 12220 - JOHN DEERE AG TECH	3,715.74	20,376.41	107,680.71	180,517.00	69,120.55	38.29
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	1,274.85	27,308.30	76,847.92	85,756.00	7,633.23	8.90
DEPARTMENT: 12240 - CRIMINAL JUSTICE	1,076.26	12,002.31	87,058.85	140,903.00	52,767.89	37.45
DEPARTMENT: 12241 - FIRE SCIENCE	64.50	7,467.15	47,986.61	77,100.00	29,048.89	37.68
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,442.79	82,958.40	125,743.00	42,784.60	34.03
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	1.00	43,951.00	43,950.00	100.00
DEPARTMENT: 12273 - WELDING	7,866.74	21,336.15	157,200.25	259,917.00	94,850.01	36.49
DEPARTMENT: 42005 - DEAN OF TECHNICAL	1,906.77	13,499.72	106,327.88	463,223.00	354,988.35	76.63
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	15,500.00	15,500.00	100.00
=====						
FUND: 12 - PTE FUND	19,835.41	253,801.98	1,521,820.56	2,685,684.00	1,144,028.03	42.60

Fiscal Year: 2019

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	17,815.37	446.40	12,564.59	88,169.61	57,789.65	65.54
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	0.00	280.00	280.00	100.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	3,006.17	2,721.72	284.45	10.44
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	9,640.43	12,138.17	2,497.74	20.58
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	16.12	2,906.71	2,890.59	99.45
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	3,361.75	3,030.51	331.24	10.92
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	9,440.80	17,936.77	8,495.97	47.37
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	3,592.88	14,500.00	10,907.12	75.22
DEPARTMENT: 55007 - BASEBALL	0.00	553.96	18,809.66	20,000.68	1,191.02	5.95
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	2,868.00	9,850.00	6,982.00	70.88
DEPARTMENT: 55013 - DANCE TEAM	0.00	82.76	1,902.64	2,473.03	570.39	23.06
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	914.84	1,768.22	853.38	48.26
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	878.94	932.98	54.04	5.79
=====						
FUND: 14 - ADULT SUPPLEMENTARY ED	17,815.37	1,083.12	215,922.97	474,711.09	240,972.75	50.76

Fiscal Year: 2019

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	250.00	741.89	15,949.85	37,222.00	21,022.15	56.48
DEPARTMENT: 94000 - STUDENT CENTER	1,557.82	6,496.27	79,045.06	218,091.00	137,488.12	63.04
DEPARTMENT: 95000 - STUDENT HOUSING	2,659.40	157,340.39	1,569,465.28	2,725,630.00	1,153,505.32	42.32
DEPARTMENT: 98000 - COSMETOLOGY	17,986.43	13,294.16	77,143.07	146,695.55	51,566.05	35.15
DEPARTMENT: 97000 - BOOKSTORE	46,410.61	15,448.44	211,283.45	434,925.00	177,230.94	40.75
DEPARTMENT: 91000 - ARENA	0.00	0.00	280.66-	0.00	280.66	0.00
=====						
FUND: 16 - AUXILIARY ENTITIES	68,864.26	193,321.15	1,952,606.05	3,562,563.55	1,541,093.24	43.26

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	0.00	8,745.00	10,329.69	13,000.00	2,670.31	20.54
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: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12273 - WELDING	0.00	0.00	18,346.54	123,359.25	105,012.71	85.13
DEPARTMENT: 14010 - AO-K	0.00	236.10-	1,747.37	2,058.58	311.21	15.12
DEPARTMENT: 42000 - DEAN OF LEARNING S	75.88	0.00	140.01	275.19	59.30	21.55
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	27,915.00	44,365.49	143,133.65	98,768.16	69.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	13,225.00-	13,225.00-	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	18,224.34	122,181.29	316,206.00	194,024.71	61.36
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	4,739.80	36,679.20	60,424.00	23,744.80	39.30
DEPARTMENT: 11040 - SCIENCE	0.00	4,247.80	18,752.62	53,352.00	34,599.38	64.85
DEPARTMENT: 42005 - DEAN OF TECHNICAL	15,282.50	2,948.68	36,410.28	71,481.00	19,788.22	27.68
DEPARTMENT: 11040 - SCIENCE	0.00	1,587.62	1,587.62	29,000.00	27,412.38	94.53
=====						
FUND: 22 - RESTRICTED GRANTS	15,358.38	68,172.14	400,134.06	935,309.18	519,816.74	55.58

Fiscal Year: 2019

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	22,000.00	22,000.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	16,797.94	16,797.94	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	7,672.86	800.00	3,497.86-	11,685.00	7,510.00	64.27
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	4,550.00	4,550.00	0.00	0.00
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	7,672.86	800.00	1,052.14	55,032.94	46,307.94	84.15

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	2,415.67	15,657.09	135,196.84	119,539.75	88.42
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	18,130.59	114,033.61	162,461.00	48,427.39	29.81
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	1,905.71	4,679.28	4,874.00	194.72	4.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	53.58	12,178.35	77,599.69	129,653.00	51,999.73	40.11
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	3,462.79	31,357.75	39,840.00	8,482.25	21.29
DEPARTMENT: 00000 - GENERAL	0.00	0.00	37,500.00	37,500.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	3,030.96	19,832.40	37,500.00	17,667.60	47.11
=====						
FUND: 24 - ADULT EDUCATION	53.58	41,124.07	226,547.42	482,676.39	256,075.39	53.05

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	17,743.71	71,095.41	447,863.27	563,940.47	98,333.49	17.44
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	0.00	20,443.80	26,082.42	33,700.00	7,617.58	22.60
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,031.50	448.27	5,853.01	22,845.46	15,960.95	69.86
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	18,775.21	91,987.48	479,798.70	629,485.93	130,912.02	20.80

Fiscal Year: 2019

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	1,728.00	3,456.00	44,000.00	40,544.00	92.15
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	500.00	1,000.00	44,000.00	43,000.00	97.73
DEPARTMENT: 55003 - MEN'S TRACK	0.00	3,779.00	8,699.00	25,000.00	16,301.00	65.20
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	4,428.00	8,809.00	25,000.00	16,191.00	64.76
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	1,104.00	1,104.00	35,000.00	33,896.00	96.85
DEPARTMENT: 55006 - FOOTBALL	0.00	620.00	4,273.00	155,000.00	150,727.00	97.24
DEPARTMENT: 55007 - BASEBALL	0.00	2,282.00	3,962.00	40,000.00	36,038.00	90.10
DEPARTMENT: 55008 - VOLLEYBALL	0.00	886.00	1,772.00	30,000.00	28,228.00	94.09
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	8,631.00	19,145.00	30,000.00	10,855.00	36.18
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	3,340.00	6,600.00	30,000.00	23,400.00	78.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	10,200.00	25,700.00	20,000.00	5,700.00-	28.49-
DEPARTMENT: 55013 - DANCE TEAM	0.00	3,172.00	6,556.00	10,000.00	3,444.00	34.44
DEPARTMENT: 55014 - RODEO TEAM	0.00	6,488.00	13,975.00	32,000.00	18,025.00	56.33
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	14,724.00	24,272.00	28,000.00	3,728.00	13.31
DEPARTMENT: 11025 - JOURNALISM	0.00	1,200.00	2,347.00	11,000.00	8,653.00	78.66
DEPARTMENT: 11030 - ART	0.00	6,400.00	12,800.00	12,000.00	800.00-	6.66-
DEPARTMENT: 11031 - DRAMA	0.00	4,375.00	8,750.00	9,000.00	250.00	2.78
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	3,300.00	7,850.00	15,000.00	7,150.00	47.67
DEPARTMENT: 11033 - INST MUSIC	0.00	35,690.00	70,340.00	80,000.00	9,660.00	12.08
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	2,769.00	8,551.00	5,000.00	3,551.00-	71.01-
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	12,574.00	24,904.00	20,000.00	4,904.00-	24.51-
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	9,282.47	25,538.47	21,000.00	4,538.47-	21.60-
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	3,154.00	7,468.00	11,000.00	3,532.00	32.11
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	140,626.47	297,871.47	743,000.00	445,128.53	59.91

Garden City Community College
2/28/2019

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 537,341.05	0.0000%
State Municipal Invest. Pool	\$ 544,801.80	2.0000%
Landmark National Bank	<u>\$ 4,706,562.98</u>	2.4300%
	<u>\$ 5,788,705.83</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Commerce Bank	CD	\$ 2,000,000.00	2.4100%	2/11/2019	5/11/2019
American State Bank	CD	\$ 1,000,000.00	2.3600%	6/22/2018	6/22/2019
Landmark Natl Bank		\$ 1,000,000.00	2.4500%	2/9/2019	8/9/2019
Landmark Natl Bank		\$ 1,000,000.00	2.5000%	2/9/2019	11/9/2019
Landmark Natl Bank		\$ 2,000,000.00	2.5500%	2/9/2019	2/9/2020
		<u>\$ 7,000,000.00</u>			
 Total		<u><u>\$ 12,788,705.83</u></u>			

Agenda No: II-D

Date: March 12, 2019

Topic: Revision of Appointments

Presenter: President Ryan Ruda

Background Information:

With the resignation of Dallas Crist, Payroll Coordinator, an agent will need to be designated for GCCC to conduct the business for the Kansas Public Employees Retirement System. In addition, the addition of an alternate KPERS agent is suggested.

Designated KPERS Agent... Pam Harms
Alternate KPERS Agent...Kellee Munoz

Budget Information:

Recommended Board Action:

Accept and approve the suggested revision to appointments

Board Action Taken: Approved Disapprove
 Ayes Nays No Action

Board Member Notes:

**MARCH 2019 MONITORING REPORT
ANNUAL REPORT**

EXECUTIVE LIMITATIONS

General Executive Constraint's #1

ANNUAL

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An open climate in the decision-making process shall not be discouraged.

CEO's Interpretation:

Open lines of communication and visibility are critical aspects to maintaining an open climate. It is also important to be engaged and involved at the local, regional, state and national level to be kept abreast of changes and be able to communicate and inform the college of changes necessary for decision making. Additionally, it is necessary to have input and engagement in college planning, assessment and budgets in order to build institutional and organizational success. In this president's view, an open climate institution is cultivated in various ways, including information and conversations gleaned from students, employees, Board of Trustees, and community stakeholders. Achieving an open climate is accomplished through ongoing and continual focus on collaboration, communication, visibility, engagement and involvement. It is critical to be accessible in a variety of avenues and venues to assist in creating and maintaining open dialogue and an open climate.

Activities Encouraging an Open Climate culture by the president:

- All employee monthly meetings
- Lunches by building
- Monthly "Pizza with the President" with Student Government Association and all students
- Meetings with campus clubs and organizations
- Meetings with Faculty Senate leadership/President
- Involvement with community organizations
- Serve on Economic Development/Chamber/Rotary
- Monthly articles in GC Telegram to provide updates
- Facebook live sessions for social media engagement
- MBWA—Management By Walking Around
- Attending student functions
- Attending Athletic events
- Advisory Board meetings for various civic organizations
- Endowment meetings
- State and Federal involvement regarding public policy affecting the college
- Chamber Activities
- Available via email, phone and personal visits from students, employees and constituents
- Service Club involvement
- Department visits
- Travel to each outreach school district and meet with USD administration on an annual basis
- Joining students and staff in cafeteria

The aforementioned activities and involvements are examples of the various modalities for engagement that have been used to create an open climate, provide avenues for communication and accessibility. While this list is not all encompassing, these activities have resulted in an exchange of information and ideas from the campus and community to create open dialogue and information sharing. Through these activities, an open climate is encouraged and made available to stakeholders to increase awareness, transparency and communication. I will continue to look for new and innovative ways in which to engage and continue the presence of an open climate, while maintaining the strategies and mechanisms that are currently being used.

The president shall not fail to insure a safe and healthy environment on campus.

CEO's Interpretation: The President must ensure the campus is safe for all students, staff and community members. In addition, the president will promote a healthy campus.

Data directly addressing interpretation: Below are some of the activities for 2018-19 thus far.

Freshman Orientation—

- Sessions were held at each Freshman orientation on dating violence, relationships, substance abuse and harassment. Speakers were brought in to present how to identify these issues on college campuses, how to report and who to report to.

Student communication—

- Emails are sent at the beginning of each semester to all students with information about how to report concerns and directs them to the online form and staff members who are available to talk with students and employees in regards to safety concerns.

Campus Police Department

Campus Safety & Healthy Campus Report

2018 – 2019

In January 2018, Campus Police Chief Dozier initiated a meeting with the Building Emergency Leaders of our campus. These meetings are held at least once per semester. Our 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. All others are designated as alternates or 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 has met with personnel at various locations to discuss safety matters.

In February 2018 & 2019, Campus Police coordinated ALICE Armed Intruder Training for interested faculty, staff & students. During the 2019 event, Campus Police collaborated with instructors from the Garden City Police Department. The event was held in the Academic Building (west half) hallway and classrooms. The session consisted of a one-hour PowerPoint presentation and scenario based training using air-soft weapons and protective gear. Thirty-six individuals attended the 2018 training session and 21 students, faculty and staff attended in 2019. The 2018

session was the first time we blended our college students with employees during the scenarios. An after action debrief was held with the students and additional safety measures were discussed. Because of suggestions from students and other attendees, we will extend training by one-hour in the future. Our ALICE Instructors are Brandy Unruh (Faculty), Larry Pander (Faculty), Greg Greathouse (Athletics), Craig Lurtz (Facilities), Colin Lamb (Administration) and Rodney Dozier (Campus Police). We are all making GCCC a safer place!

During February 2018, Chief Dozier attended Use of Force training at the Kansas Law Enforcement Training Center. The training was designed for law enforcement executives. Topics covered included current events and developing positive police practices that will survive litigation and liabilities associated with use of force. This session reinforced many of the philosophical views of our campus police chief.

In March 8 2018, Chief Dozier attended a meeting of State college directors/police chiefs at Kansas Wesleyan University in Salina. Many important topics were discussed, to include firearm policies, concealed carry on campus, surveillance camera systems, body camera systems, emergency preparedness, safety protocols, Clery reporting and organizational structure. The meeting was very informative; Chief Dozier plans to attend future meetings with these safety professionals.

On March 21 2018, Chief Dozier and Colin Lamb (Dean of Students) attended the Opioid Summit, which was hosted by Live Well – Finney County and St. Catherine Hospital. The event was very informative and provided an opportunity for all stakeholders to collaborate about this important issue. A solid foundation is being formed to address this problem in Finney County.

During the month of March, one campus police officer attended severe weather training in Garden City, which was hosted by Finney County Emergency Management. All campus police officers will review tornado protocols as the severe weather season approaches.

In May 2018, Hayden Goudy was hired as a Campus Safety Officer (non-sworn position). Hayden graduated from the GCCC Criminal Justice Program in 2018. He plans to attend National American University and work with Campus Police for about two years. Hayden's long-term goal is to work with Kansas Highway Patrol. We are enthusiastic about having a GCCC graduate on our team!

On May 8-10, 2018, the Campus Police Chief attended the annual Kansas Association of Chiefs of Police Conference, which was held in Wichita. During the conference, the Chief attended training on the following subjects: Cyber Security, Video Surveillance, Smart Phone Forensics, Dark Web Investigations, Fraud & Exploitation and Limitations of Body Worn Camera Videos. Much of the information obtained can be immediately used to enhance investigations and assist with evidence collection for serious cases.

During the month of May 2018, the Campus Police Chief attended Peer Support training with regional police executives and personnel. The training was free and held in Garden City. The Kansas Bureau of Investigation Instructor presented information on stress and how critical

incidents can adversely affect personnel. Support groups are being formed in the regional agencies to assist with the issues and to lessen the impact of PTSD. The Campus Police Chief will promote this program and encourage officers to utilize the confidential support system

In June 2018, The GCCC Print Shop assisted Campus Police with the creation of an informative poster, which outlines our mission and core values. These principles were officially established on July 1, 2014, when our police officers began their first shift at Garden City Community College. Posters will be placed in key areas of the campus for students/parents, faculty, staff and visitors to view. Please review the information below:

Mission

The Garden City Community College Campus Police Department is committed to providing a safe and secure learning environment for students, faculty, staff, and the general public while on campus, or in any facility owned or operated by the college. We will achieve this through community partnerships, education, planning and the enforcement of state and local laws.

CORE VALUES

We strive toward promoting the following core values:

- *Trust*
- *Integrity*
- *Compassion*
- *Professionalism*
- *Teamwork*
- *Ethical Behavior*
- *Diversity*
- *Fair and Equal Treatment*

In September 2018, Garden City Community College officially transitioned to Rave Safety for our emergency mass notification needs. Linda Hill has been instrumental with our smooth transition. Key college officials initiate the notification process in the event of an emergency or catastrophe on campus. The notifications are sent by text, phone or e-mail to students, faculty and staff.

Campus Police assists the Facilities maintenance team with a periodic inspection of the campus lighting. This inspection is scheduled monthly and the results are sent to the Dean of Physical Planning and Facilities Management for review. The Dean then schedules the rental of a lift truck and the lighting is repaired and/or bulbs are replaced.

HR

- Free annual biometric screenings are conducted for full-time employees

Student Health Services

- Annual faculty and staff trainings include blood borne pathogens and sexual harassment training. Developed online trainings to help facilitate the education and completion of trainings.
- Automatic External Defibrillators- monthly maintenance checks (currently 8 AED's on campus)
- The Red Flag Campaign against dating violence. RFC events included informational booths on campus and at athletic events, as well as Family Crisis presentation to students.
- Student Health Services, Residential Life & Title IX coordinator and Title IX Investigators attend Heartland Safety Summit/Jana's Campaign November 2018
- Family Crisis GCCC Campus Advocate attends all student health services informational booths.
- The Advocate has an office on campus and is available to all students, faculty and staff.
- The on campus Blood Mobile gives opportunity to students to volunteer and learn.
- Maintain files and records of all students, faculty and staff who require health related assistance
- Respond to health related issues on campus. College Health Nurse is a Building Emergency Leader (BEL)
- Employee and student newsletters on how to stay well and preventive actions for flu season
- Serve as a referral agent and work closely in obtaining services with other health care providers in the community
- Conduct health education seminars and aid faculty in requests for health education/prevention classroom presentations
- Maintain membership in ACHA
- Maintain CLIA license
- Maintain CPR certification
- Student Health Survey to students, faculty & staff

Fall 2018—Flu Shots

Spring 2019 Student Health Services informational booths:

STD Awareness

Skin Cancer Awareness.

Alcohol/Drunk Driving Awareness: SIDNE (simulated impaired driving experience)

Fall 2018/Spring 2019 informational booths:

"Home Sweet Home"- Homesickness

"Keep It Safe"- Healthy Relationships/Campus Safety

Red Flag Campaign- Dating/Domestic Violence Bystander Intervention

"Manage Your Stress"- Stress/Anxiety— "Magic's Hope" Therapeutic Dogs/Horses on campus

“Happy Holidays” - Holiday Depression
STD Awareness
Skin Cancer Awareness.
Alcohol/Drunk Driving Awareness: SIDNE (simulated impaired driving experience)
Spring 2019 Screenings
Vision Screening
Dental Screening
Student Health Services Committee’s served:
SANE/SART: Sexual Assault Nurse Examiner/Sexual Assault Response Team: monthly meetings
Finney County Prevention Taskforce: monthly meetings
Opioid Taskforce Education Subcommittee: monthly meetings

Title IX

Staff attended the national ATIXA (Association of Title IX administrators) annual conference. The Title IX coordinator received Level I certification. The Title IX Investigator received the Civil Rights Investigator Level I certificate. Staff have brought back information and shared with campus departments and updated forms and information regarding Title IX processes.

Staff attended the Heartland summit conference in Overland Park. This conference focuses on dating violence, relationships, Clery and title ix items. It provides an avenue to engage with other higher education professional and look at new strategies and techniques to be implemented at higher education institutions.

Attended the State Title IX & Equity Officers Consortium meetings, Wichita, Oct 22-23, 2018.

PROPOSED New policies: Sex Offender Registration and Policy, Travel with Students Policy and a Student Trip Report for Clery Reporting.

REVIEWING policy to reflect the new Title IX regulations, Pregnant & Parenting Policy, and reviewing/developing trainings for students.

Have implemented Title IX trainings titled “Role of Responsible Employee” and “Guide for Responding” into all new employee orientations on a monthly basis. (both docs attached for your reference).

Presented suicide awareness and gender violence awareness trainings to all Resident Assistants at RA training in August.

The Role of Responsible Employees Under Title IX

The Basics

If GCCC is aware of sex discrimination, including sexual harassment and sexual violence, it has an obligation to respond. If there is a hostile environment on campus, the institution must take prompt and effective steps to:

- End the sexual violence
- Eliminate the hostile environment
- Prevent its recurrence
- Remedy its effects

The college's Title IX Coordinator oversees compliance with all aspects of sex/gender harassment, discrimination and misconduct policy. The Coordinator reports directly to the President of the College, and is located in the Student Community Services Center (SCSC). Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the college Title IX Coordinator:

Students:

Tammy Tabor

Title IX Coordinator

(620) 267-9508

tammy.tabor@gcccks.edu @gcccks.edu

Employees:

Kellee Munoz

Director of HR

(620) 276-9574

kellee.munoz@gcccks.edu

What Is Title IX?

Students deserve an education free from sexual discrimination.

Title IX is a federal civil rights law that prohibits discrimination on the basis of sex in federally-funded programs or activities. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX.

What is sexual violence?

- Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (for example, due to age, incapacitation due to the use of drugs or alcohol, or because an intellectual or other disability prevents the student from having capacity to give consent)
- Examples include rape, sexual assault, sexual battery, sexual abuse, sexual coercion, dating or domestic violence, and stalking

Title IX Coordinator

- Under Title IX, institutions must:
 - Disseminate a notice of nondiscrimination;
 - Designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX;

- Adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee sex discrimination complaints
- The Title IX Coordinator oversees all Title IX complaints and identifies and addresses any patterns of systemic problems

Responsible Employees

Who Are Responsible Employees?

A responsible employee includes any employee who has:

- The authority to take action to redress sexual violence;
- The duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee;
- Stature in the community where a student could reasonably believe he or she has this authority or duty

The Role

A responsible employee must report to the Title IX Coordinator all relevant details about the sexual violence that the student or another person has shared. The institution will need to determine what occurred and how to resolve the situation.

Relevant details include:

- The name(s) of the alleged perpetrator(s) (if known)
- Other students involved
- The name of student or employee who experienced the sexual violence
- The date, time, and location

What About Confidentiality?

Responsible employees cannot ensure confidentiality, but can offer confidential campus resources to students, such as a licensed mental health counselor. At GCCC, only those employees specifically designated as such are confidential resources.

- **GCCC Counseling Services** – (M-F, 8am-4pm) Provides professional and confidential counseling to current GCCC students.
 - JoAnn Garrier, GCCC Counselor – 620-276-9635
 - Debbie Lopez – Family Crisis Services – on campus advocate 620-276-9672
 - Trisha Miller – GCCC Campus Health Nurse 620-276-9601

GCCC Title IX:

Students

Tammy Tabor

Title IX Coordinator

620.276.9508

tammy.tabor@gcccks.edu

Employees

Kellee Munoz

Director of Human Resources

620.276.9574

Kellee.munoz@gcccks.edu



Employee Guide for Responding to Sexual Misconduct Disclosures

Introduction

As GCCC faculty and staff you are uniquely positioned to assist students who have experienced sexual harassment, sexual violence, intimate partner violence, stalking, and other forms of discrimination because you often see the warning signs first (e.g., absence from class or work, decreased productivity, lower grades, social withdrawal, etc.). Students typically tell people they trust, so you may be one of the first to whom a student confides. This brochure contains information to assist you in responding to individuals who are experiencing or have experienced misconduct.

Mandatory Reporting

All GCCC employees not identified as confidential by College policy, are designated as **Responsible Employees** (aka mandated reporters) for all the details they are aware of about an incident. They are required to share this information with the College's Title IX Coordinator. Giving a responsible employee notice of an incident constitutes official notice to the institution. Incidents of sexual misconduct will be taken seriously when official notice is given. Such incidents will be investigated and resolved in a prompt and equitable manner under the College's [Title IX Non-Discrimination / Anti-Harassment](#), which is discussed in a later section of this document.

If Someone Discloses Sexual Misconduct to You ... Remember LASRR ('laser')

Step 1: **Listen**

- care for the individual and ensure they are safe
- avoid judgmental questions—don't ask questions that start with "Why?"

Step 2: **Accept**

- tell the individual that you believe them and acknowledge the courage they have shown in talking to you
- don't blame them or let your facial expression or body language convey doubt or judgment
- *"You are not alone. I believe you. It's not your fault."*

Step 3: **Support**

- tell the individual you are going to help them
- your support and belief in the individual may be critical to their safety and healing

Step 4: **Resources**

- refer them to options (e.g., Sexual Assault/Domestic Violence Center, law enforcement, campus counseling, etc.)
- help them make plans, but let them make their own decisions

Step 5: Report

- inform the individual of your reporting obligations
- report all details to GCCC's Title IX Coord. ASAP

What Do I Say?

Sexual assault or misconduct can be a difficult topic to discuss, particularly given your reporting responsibilities. Below is a suggestion for how you might approach the conversation:

"I appreciate what you have been able to share with me. Before you tell me more, I want to let you know that I will need to contact Tammy Tabor, our Title IX Coordinator. She is the one person on campus whose responsibility is to know about incidents like this and she helps support students and coordinate possible next steps. If you would prefer to speak with someone confidentially, let me guide you to one of our licensed counselors at the Advising Center."

Key Terms

The following are definitions of sexual misconduct prohibited by Garden City Community College Policy.

Consent

Consent is:

- knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity;
- active, not passive and can be withdrawn at any time; silence or the absence of resistance alone is not consent.

Sexual Harassment

Sexual harassment is:

- unwelcome sexual, sex-based, and/or gender-based verbal, written, online, and/or physical conduct.

Hostile Environment

A hostile environment is created when sexual harassment is:

- sufficiently severe, persistent/pervasive, and objectively offensive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the institution's educational and/or employment, social, and/or residential program.

Non-Consensual Sexual Intercourse

Non-consensual sexual intercourse is:

- any sexual penetration or intercourse, however slight, with any object by a person upon another person that is without consent and/or by force.

Non-Consensual Sexual Contact

Non-consensual sexual contact is:

- any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual Exploitation

- Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that the behavior does not otherwise constitute one of the other sexual misconduct offenses.

Intimate Partner Violence

Intimate partner violence is:

- violence or emotional and/or psychological abuse between those in an intimate relationship toward each other.

Stalking

Stalking is:

- a course of conduct directed at a specific person, on the basis of actual or perceived membership in a protected class, that is unwelcome, and, would cause a reasonable person to feel fear.

Stalking also occurs if:

- repetitive and menacing (e.g., pursuing, following, harassing, and/or interfering with the peace and/or safety of another)

Retaliation

Retaliation is:

- any adverse action taken against a person participating in a protected activity because of a person's participation in that protected activity. (subject to limitations imposed by the First Amendment and/or academic freedom)

Resources: [*Denotes the resource is confidential]

Campus

- **GCCC Title IX Coordinator** – 620-276-9508
 - Oversees the College's response to reports of sexual misconduct, including sexual harassment, sexual assault, relationship violence, and discrimination.
 - Provides students information about available reporting options with HCC, as well as guidance and support regarding academic and housing concerns.
- **GCCC Counseling Services*** – (M-F, 8am-4pm) Provides professional and confidential counseling to current GCCC students.
 - JoAnn Garrier, GCCC Counselor – 620-276-9635
 - Debbie Lopez – Family Crisis Services – on campus advocate 620-276-9672
 - Trisha Miller – GCCC Campus Health Nurse 620-276-9601

Off Campus

If you are off campus and experiencing an emergency situation, you can call local police by dialing 911.

Other than the denoted confidential reporters, all GCCC employees are designated as responsible mandated reporters

- GCCC Campus Security – (620) 272-6828, Day & Evening
- Local Law Enforcement and Emergency Services – 911
- St. Catherine Hospital, **Emergency** – 911, *Non-Emergency* – (620) 272-2222, 24/7

- (401 E Spruce St, Garden City, KS, www.centura.org)
- Compass Behavioral Health* – 1111 E Spruce – 620-276-7689; Hotline 1-800-259-9576
- Finney County Sexual Assault Nurse Examiner (SANE), Emergency – 911, *Non-Emergency* – (620) 272-2222
- (St. Catherine Emergency Room)
- Family Crisis Services*, **Crisis Hotline** – (620) 275-5911 or the office at (620) 275-2018 (106 W Fulton St, Garden City, KS, www.familycrisiservices.org) On campus advocate* – Debbie Lopez (620) 276-9672 or email fcs.debbie@sbcglobal.net or cell phone (620) 271-1008.
- Also available Text 2 Talk for non-emergencies (620) 640-9050.
- Kansas Coalition Against Sexual & Domestic Violence*, **Crisis Hotline** – 1-888-END-ABUSE (363-2287), (www.kcsdv.org)
- National Sexual Assault Hotline* – 1-800-656-HOPE (4673), (<https://ohl.rainn.org/online/>)
- National Domestic Violence Hotline* – 1-800-799-SAFE (7233)

Reporting Options:

- **Garden City Police Department, Emergency** – 911
 - Provides assistance in pursuing legal action both on and off campus.
 - Offers transportation to the local hospital for related medical services.
- **GCCC Title IX Coordinator** – 620-276-9508
 - Tammy Tabor – Student & Community Services Center [email Tammy Tabor](mailto:Tammy.Tabor@gccc.edu)
- **GCCC Campus Security, Emergency** – 620-272-6828, Day & Evening
- **GCCC –Non-Emergency** online reporting
 - Allows for truly anonymous reporting (if desired) of a wide-variety of incidents.
 - Please be aware that the College cannot provide a follow-up to anonymous reporting, so some form of contact information is beneficial.
 - Access by clicking the [Safety Assessment Form](#) located under the Campus Safety & Security link under the Student tab on the official GCCC webpage.
- **Office of Civil Rights (OCR) U.S. Department of Education** ([OCR Information](#)) – (Customer Service Hotline) – 1-800-421-3481 ([Email OCR](#))

Garden City Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, military status, sexual orientation, or any other protected category under federal, state, or local law, or by college policy. The following person has been designated to monitor compliance and handle inquiries regarding the non-discrimination policies: Title IX Coordinator, 801 Campus Dr, Garden City, KS 67846, 620-276-9508.

Incidental Information

March 2019

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

Admissions

- Enrollment dates are set for Fall 2019. We will be bringing in Holcomb HS on April 25, and GCHS April 26. Dates are set throughout the summer and brochures will be mailed to all 2019 graduates. Reservations can be made online.
- Admissions will be attending a career fair in St Francis, March 25.
- We hosted the Lakin Middle School 6th graders, about 60 students got to spend the day with us touring and seeing all of our tech programs.
- We will also have an “Academic Signing Day” at GCHS, April 3. We will be contacting high school students that have not officially accepted their scholarship with us and inviting them to come see us at their school to receive their award, we will have cookies and take pictures!
- We asked each service area high school to allow GCCC to sponsor one of their basketball games or track events. We provided popcorn bags to each school. The bags displayed the power “G”.
- Admissions is also providing “After Prom Party” giveaways. We provided each service area HS with T-shirts, mugs, and hats.
- For the month of February, we received 173 applications. Last year Feb. 2018 we received 169.
- Campus visits have been slow for the month of February, we only had 19, which is not too alarming to me, it was a cold month. We do expect March to be very busy, so far we have 13 campus visitors scheduled.

Advising

- Summer enrollment began on March 1.
- Ft Hays State University will visit campus on March 27.

Student Health

- February events-Blood drive resulted in 71 donors and 65 useable pints. Dental screening resulted in 45 people being screened.
- March events-Vision screening sponsored by GC Vision Source and Student Health

Registrar

Commencement preparations are in full swing! The ceremony is scheduled for 7:00 p.m. on Friday, May 3, 2019. This year’s group will be the 99th graduating class for GCCC. We have received many applications for degrees or certificates for the 2018-19 academic year. See breakdown below:

- Applications Received: 515
- Applications Removed: 35 (changed mind or did not complete requirements)
- Active Applications: 480 (total credentials applied for)
- Unique Applicants: 425 (55 students have applied for multiple credentials)
- Planned Ceremony Participants: 368

Active Application Breakdown (by completion term):

- Fall 2018 Applications: 96
- Spring 2019 Applications: 325
- Summer 2019 Applications: 59

MARCH 2019 BOARD REPORT

We are expecting maximum capacity in the gymnasium at graduation again this year, and plans are in process to serve our public with overflow accommodations. We have a campus-wide graduation team in place to assist with the event.

Information has been disseminated to graduate candidates inviting them to apply and try out for Commencement Speaker this year. There will be two speakers (and one alternate) selected in early April. The panel of judges will include two non-graduating students (to be determined), Communications faculty member (Phil Hoke), English faculty member (Helen Weeks), Technical faculty member (Dr. Clint Alexander), Director of Public Relations (Ashley Salazar), Student Activities Coordinator/SGA Sponsor (Lauren Rockhold), and Registrar (Nancy Unruh). The title of this year's message will be, "*Because of GCCC: Community around Me, Opportunity before Me, Values within Me,*" which reflects the overall mission of GCCC and addresses our institution's commitment to lifelong learning.

Campus Police

On February 15, 2019, ALICE instructors from GCCC and the Garden City Police Department conducted armed intruder training with 21 people. Those in attendance represented students, faculty, staff & administrators. This training involves a one-hour PowerPoint and the use of air-soft replica firearms and safety equipment. Attendees used ALICE strategies during the real-life situations to reinforce the importance of reacting quickly to armed intruder attacks. Instructors were extremely pleased with the efforts of the participants during the session. We know some of the employees were outside their comfort zone during the scenarios and we appreciate their initiative and courage. We are all making GCCC a safer place!

Art

Brian McCallum and Michael Knutson are the Featured artists at the Dodge City Carnegie Art Center through March.

Brian McCallum was selected to judge the Western Kansas Scholastic Art show this winter and Promoted GCCC to hundreds of Western Kansas High School students, their teachers and families at Seward County Community College on February 22. Several area High School seniors have expressed interest in visual arts as a result.

The visual arts program and several interested staff, students, and professors are partnering with HPPR to bring in the first ever Martin Gilmore Living Room Concert to the Portico in the BTSC on March 21 at 7:30. This is in conjunction with a songwriting workshop sponsored in partnership the GCCC Music department and SGA. If all goes well, this will be the first of many music and humanities events to be hosted on the GCCC campus in the coming year.

In February Mercer Gallery hosted the Art of Ron Michael. Ron presented a Live Ceramics demonstration to several members of the community and students on March 1.

Music

Garden City Community College had five band students audition and get accepted into the Kansas Intercollegiate Band that performs every two years at the Kansas Music Educator's Conference in Wichita. The ensemble is comprised of a select group of students from colleges both public and private and two year and four year from all over the state of Kansas. The students spent all day Thursday, February 21 and Friday morning, February 22 preparing for a concert that was held at the Century II convention center in downtown Wichita at 3:00pm that same day. The band was under the direction of guest clinician, Dr. Christopher Chapman, Director of Bands at Oregon State

MARCH 2019 BOARD REPORT

University. The students from GCCC who participated were Emmanuel Ornelas (trumpet) of Ulysses, KS, Adrian Deleon (trumpet) of Garden City, KS, Max Giesaking (trombone) of Ulysses, KS, Colten May (euphonium) of Garden City, KS, and Jared Berry (percussion) of Garden City, KS. Garden City Community College had largest number of participating students of any community college in the state.

Student Service Support

95% of SSS participants were in good academic standing according to the '17-'18 Annual Performance Report which was submitted to the US Department of Education this past Tuesday, March 5.

Technical Education and Workforce Development

The Tech Ed division continues to move forward on a variety of fronts: student competitions, student accomplishments, faculty involvement with community, and curriculum updates, just to name a few. Plans are being made for next year's classes. Advisory Council meetings are taking place each week. Budgets are being discussed. Department plans are being submitted for next year.

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

Technical Education:

- Criminal Justice
 - Polar Plunge is rescheduled for March 9th. As you know, the weather has made this event difficult to schedule.
 - Lakin Futures group visited campus – about 60 students on February 22.
 - “Refuse to Be a Victim” was taught at GCHS (20 girls) and Holcomb High Schools (10 girls). This is an ongoing commitment with Holcomb and hopefully the beginning of a commitment with GCHS.
 - Faculty visited the Law I and Law II classes at GCHS to talk about the Criminal Justice program (70 or so students)
 - Faculty from GCCC are also on the USD 457 District Site Council Community Leadership Academy and they took a tour of district schools in February. Several conversations were generated about the link between the college and GCHS.
- Welding
 - Last year, the welding department awarded a total of 152 certifications, 115 coming from our full time students. That was the most accomplished group at GCCC. As of right now, there have been 153 total certifications earned, 145 coming from full time students. Also, Braxton Chenoweth, Watson Dorceus, and Kevin Perez have all passed the following:
 - 1G Open Root Plate test
 - 2G Open Root Plate test
 - 3G Open Root Plate test
 - 4G Open Root Plate test
 - 6” Schedule 80 6G SMAW to ASME Section IX
 - 4” Schedule 80 6G SMAW to ASME Section IX
 - 2” Schedule 160 6G SMAW to ASME Section IX
 - 2” Schedule 160 6G Convection Box SMAW to ASME Section IX
 - API 1104 Pipeline Multiple Certification Test

*GCCC has never had a student pass the API 1104 Pipeline test while in the program.

MARCH 2019 BOARD REPORT

- GCCC Welding students have earned 43 certifications on pipe and 102 certifications on plate for SMAW at this point. That is the best year for SMAW by far.
- GCCC will be starting the Industrial Welding II class on March 4. This class focuses on GTAW Pipe and there are very high expectations for this group.
- The faculty and students have also completed many projects for the community and college including: hole markers for Buffalo Dunes Golf Course, Tables for JOYC, Targets for DPS and a new medallion for the graduation mace.
- As you can see, these faculty and students have been very busy and productive, and they hope to end the year with 200 plus certifications.
- Allied Health
 - The Allied Health “Person Centered Care; Individualized Dining” – (8 hrs.) CE Course has been completed and approved to use for KDADS Instructors who are required to provide 7+ CE hours each year to maintain certification if they are without LTC experience. This is one of 10 courses that our faculty will be building for support of KDADS Requirements.
 - Faculty from the department attended Legislature Day at the capital February 11 in support of the State Dementia Plan/ Alzheimer Organization. They visited with legislatures regarding our State Dementia Plan and proposal for a continued Advisory Counsel.
 - Faculty and staff from the college’s Outreach Program visited several high schools in late January to promote the new “Health Care Pathway” for high school students that will begin in August.
 - GCCC offered three separate C.N.A. classes the first 8 weeks with 100% pass rate and they will be state testing the first of March.
 - February 5, 2019 – faculty met with Congressman Marshall’s Deputy to discuss the impact movement for ALZ/Dementia and the impact education for the community, professionals and caregivers will have as GCCC Allied Health continues to work with developing partnerships to address these issues.
 - Upcoming: GCCC is partnering with the ALZ organization to present a public Alzheimer’s Community Forum April 11th at Pauline Joyce Fine Arts Bldg.
- John Deere
 - The program is working to re-arrange the course schedule for Fall 2019 to accommodate the newly-approved expansion in enrollment. The program will accept 30 new freshmen in the fall.
 - The program will be utilizing the west shop of the Jarmer Annex Building beginning Fall 2019. This will greatly enhance the room and space for the program.
 - Five students have already signed dealership contracts for the upcoming Fall semester. The program anticipates filling to capacity very soon.
 - The program had its Advisory Council meeting in February. The meeting went very well and there are many enhancements coming in the near future. The facilities need a major upgrade and expansion.
- Animal Science
 - Meat Judging Team
 - Champion Team at the 2019 Houston Livestock Show & Rodeo Meats Contest (first time in program history)
 - With winning the overall Champion Team, the team finished as Champions in Beef Grading, Beef Judging, Total Beef, Lamb Judging and Placings. They were also 3rd in Pork Judging and Questions. The Gold Team was 4th overall placing 4th in Beef Grading, Beef Judging and Total Beef, 5th in Questions, 6th in Lamb

MARCH 2019 BOARD REPORT

Judging and Placings and 7th in Pork Judging. The team brought home an impressive 12 trophies and 30 plaques from their winnings.

- Automotive Technician
 - Held the Advisory Council meeting in March. Great discussions on dealership partnerships, curriculum, student recruitment, and other topics.
 - Repaired a broken automotive lift in the shop. Plans for purchasing a brand new lift are underway.
 - Making plans to expand the program to accommodate the increased interest from students.

Other Notes:

- Excel in CTE classes (formerly SB 155) are being expanded at the College. Tech Ed and Outreach are working together closely to visit schools and inform them of the new offerings.
- Progress continues to be made with workforce training classes with Tyson.
- Renovation (new carpet, paint, and ceiling tiles) in the Annex Bldg is progressing nicely. This building has needed improvements due to the heavy use over the past 20 years.

Vice President for Administrative Services/CFO, Karla Armstrong

Human Resources

Currently, there are five full time positions open, which includes four instructor positions:

- Accommodations Coordinator- Extended an offer of employment
- Physics/Math Instructor
- Chemistry Instructor
- Vocal/Music Instructor- Starting interviews this week
- English/Adjunct Instructor

New positions that will be posted:

- VP of Instructional Services
- Athletic Director

There are two new employees to report since the last meeting;

- Lizette Avalos- SSS Advisor (Start date: 2/19/2019)
- Patrick Hiltz- Head Women's Volleyball Coach (Start date: 3/11/2019)
- Liandro Rodriquez- Technical Admissions Representative (Start date: 3/18/2019)

Projects for the Human Resources Department include policy and procedural review as well as the development of employee and faculty handbooks.

Business Office

February 19 was the first day of Spring financial aid disbursement. Scholarships, Pell grants, and student loans were posted to student accounts. If a student had a credit balance after all their awards are posted to their student bill, a refund check will be issued. In February, about 500 refund checks were issued to students. The dollar amount of the refund checks was \$767,000 for February.

Facilities and Information Technology

Operations:

- Met with Integrated Consulting Engineers. Began process of drafting RFQ
- Coordinating summer projects: South Tunnel Cap Replacement & Hydronic Hot Water Pipe replacement. Lee Construction & Tatro Plumbing
- Met with Musco Lighting to address Williams Stadium Light Poles.
- Met with Techline sports lighting and received a quote to replace on light pole at Williams Stadium.

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- Finishing specs and RFP for summer roofing projects. Will go out for Bid beginning of the month of March.
- Purchased a 15 passenger transit van.
- Coordinating all remodels with Faculty and Staff.
- Meeting with Ellucian to discuss Colleague SaaS options

Maintenance:

- Remodeled football offices. Painted, pulled carpet and installed.
- Leaks found in the Fine arts hallway, student commons area, Academic building and the National guard offices in BTSC. Roofing contractors have been contacted on all roofs. Leaks will be fixed when weather allows.
- Maintenance has helped Grounds at times for snow removal in front of buildings, sidewalks and student housing areas.
- Grounds helped Maintenance install all new workstations in the Penka building for cosmetology.
- Work orders have been kept at a daily average of around 35 except during remodels and then they jump to a level of around 50.

Information Technology:

- The Wireless and camera refresh is finished and the project is completed.
- Faculty computer rotations are complete.
- The English Department received a MJW grant for 30 Chromebook and a charging cart that ITsetup and distributed out to them.
- Continuing to work on campus work orders.

Grounds:

- Snow removal on the weekends. Coordinating with Dick Construction.
- Work Orders
- Maintenance Work Orders
- Wash GCCC Fleet Vehicles
- Lay down ice melt
- Maintenance shop and Grounds shop cleaning and organizing
- Maintenance on all grounds equipment

Custodial:

Custodial coverage:

- Dinner Theatre held in Fine Arts
- Health Care Career Fair held in east practice gym
- Piano music festival 200 students on campus
- Middle school festival on campus

Set-ups:

- All meetings held in Kinney room, Endowment room
- Monthly board meetings
- GC police department
- Complete help desk
- Order supplies
- During spring break custodial staff extra cleaning, cleaning carpets, restoring floors, in all bldgs.

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Transportation:

- February may be the shortest month of the year but it is one of the busiest months for bus travel. With the conclusion of the Men’s and Women’s basketball seasons, Indoor Track events and the beginning of Baseball and Softball travel our buses were on the road many days this month. Our Meats Judging Team Soccer, Halo and Quiz Bowl teams also took trips. Several trips were rescheduled this month due to weather, we would like to thank our Bus Drivers for being flexible with their availability and for working the maximum number of hours that our safety policies will allow.
- The weather also caused several mechanical problems, on cold days the bus doors would not operate properly and the buses were hard to start even with the block heaters and onboard battery chargers connected. Van #77 has an issue with the throttle control circuit when the temperature is below zero overnight and Bus #5 and two of the older 11 passenger vans needed the batteries replaced.
- To assist with the transportation of our smaller teams we have ordered a 2019 Ford Transit passenger van that is equipped with dual rear wheels and advanced traction control / rollover prevention systems. This vehicle will be a good addition to the fleet and will decrease the number of miles that our big buses travel reducing wear and fuel costs. We plan to replace the remaining 2004-2005, 15 passenger vans with similar vehicles over the next two years. This will greatly improve passenger safety and comfort.

Fleet Vehicle Utilization Feb 2019

<u>Numbe</u>	<u>Vehicle</u>	<u>Distan</u> <u>ce</u> <u>Travel</u>	<u>End Miles</u>	<u>Day</u> <u>s</u>	<u>Trip</u>
#50	2012 FORD FUSION	2,062.40	248,976.8	15	91
#51	2012 FORD FUSION	1,525.20	234,879.9	14	40
#52	2012 FORD FUSION	1,082.20	216,809.5	9	34
#55	2017 CHEVROLET	803	34,974.2	7	34
#60	2011 DODGE GRAND	753.5	194,834.2	8	37
#61	2011 DODGE GRAND	465.8	111,922.7	8	19
#62	2016 DODGE GRAND	831.1	70,086.4	9	30
#63	2016 DODGE GRAND	1,270.00	61,307.3	11	45
#74	2005 CHEVROLET	1.1	168,571.1	5	10
#75	2005 CHEVROLET	1,446.30	183,908.5	12	50
#76	2004 GMC SAVANA	0	217,405.0	0	0
#77	2013 FORD E-SERIES	1,592.30	109,708.2	15	61
#85	2009 DODGE GRAND	430.8	265,878.9	9	27
#87	2009 DODGE GRAND	102.1	283,637.9	18	82

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#88	2009 DODGE GRAND	696.6	97,764.90	12	48
#89	2010 DODGE CARAVAN	143.6	236,248.40	6	21
BUS#1	2012 MCI J 4500	3,621.70	341,853.10	19	40
BUS#2	1998 INTERNATIONAL	0	526,134.20	0	0
BUS#4	1998 MCI 102E SERIES	290.2	546,935.40	9	9
BUS#5	2013 FORD F550 BUS	335.3	126,175.60	11	27
BUS#8	2011 MCI J4500	3,369.60	366,889.00	18	47