

March 6, 2020

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 10, 2020**. 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 **Broncbuster Room**, 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
- II. CONSENT AGENDA ..... Action**
- A. Approval of minutes of previous meetings (February 1, 2020).....pg. 3
  - B. Approval of personnel actions-Human Resources .....pg. 8
    - B-1 Human Resources Report.....pg. 9
    - B-2 Adjunct/Outreach Contracts .....pg. 10
  - C. Financial information.....pg. 15
    - C-1 Checks processed in excess of \$50,000 .....pg. 17
    - C-2 Revenues.....pg. 18
    - C-3 Expenses .....pg. 20
    - C-4 Cash in Bank .....pg. 27
  - D. Refinance of Broncbuster Suite
  - E. Finance Options A & B.....pg. 28
- III. CONFIRMATION OF MONITORING REPORTS:**
- A. Monitoring Reports and ENDS ..... **Consensus Approval**
    - A-1 Bi-Annual, Executive Limitations, General Executive Constraints #10...pg. 32
    - A-2 Annual, Executive Limitations, General Executive Constraints #2.....pg. 37
    - A-3 Bi-annual, Executive Limitations, Board Job Description #6 .....pg. 38
  - B. Review Monitoring Report
    - B-1 Annual, Executive Limitations, Personal Enrichment
    - B-2 Annual, Executive Limitations, Essential Skills
- VI. OTHER**
- A. Open comments from the public
    1. Public Comment: 30 minutes total, 5 minutes per individual. Comments should be relevant to matters over which the Board has authority. Speakers should respect the rights of all persons, and they should not engage in personal attacks or disruptive behavior. This time is not intended to be a question and answer time. The Board cannot take any binding action on matters not on the agenda. The Board has a right to conduct an orderly and efficient public meeting.
    2. Comments directed to the Board should pertain to Ends; Mission, Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, and Workforce Development.

- B. President's Report
- C. Incidental Information.....pg. 40
- D. Report from FCEDC
- E. Report from KACCT
- F. Report from SGA
- G. Report from Faculty Senate

**VII. OWNERSHIP LINKAGE:**

**Upcoming Calendar Dates:**

- March 11 Buster Softball vs. Colby CC, 2:00 p.m.
- March 14 Buster Baseball vs. Pratt CC, 1:00 p.m. and 3:00 p.m.
- March 14 Buster Softball vs. Hutchinson, 1:00 p.m. and 3:00 p.m.
- March 16-21 Spring Break No Classes, Campus Closed March 19-20
- March 21 Buster Baseball vs. Indian Hills CC, 1:00 p.m. and 3:30 p.m.
- March 21 Buster Softball vs. Northwest Technical College, 2:00 p.m. and 4:00 p.m.
- March 22 Buster Baseball vs. Indian Hills CC, 1:00 p.m. and 3:30 p.m.
- March 26 Buster Baseball vs. Cloud County CC, 1:00 p.m. and 3:30 p.m.
- March 28 KSHSAA Regional Music Festival
- March 28 Buster Softball vs. Butler CC, 2:00 p.m. and 4:00 p.m.
- March 29 PTK Inductions, 4:00 p.m., Endowment Room
- March 29 Buster Softball vs. Independence CC, 2:00 p.m. and 4:00 p.m.
  
- April 1 GWAC League MS Music Festival
- April 1 Buster Softball vs. Dodge City CC, TBA
- April 4 Buster Baseball vs. Hutchinson CC, 1:00 p.m. and 3:00 p.m.
- April 9 Buster Baseball vs. Colby CC, 1:00 p.m. and 3:30 p.m.

**VIII. EXECUTIVE SESSION**

**IX. ADJOURNMENT**

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Dr. Ryan Ruda.  
President

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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 2
- g. Security, if open discussion would jeopardize security

**MEETING OF TRUSTEES  
GARDEN CITY COMMUNITY COLLEGE  
February 11, 2020**

Trustees Present: Leonard Hitz, Dr. Blake Wasinger, Dr. Marilyn Douglass, Beth Tedrow, Shanda Smith, David Rupp

Others Present: Dr. Ryan Ruda, President  
Amy McVey, Deputy Clerk  
Karla Armstrong, Vice President for Administrative Services/CFO  
Marc Malone, Vice President for Instructional Services  
Shajia Donecker, PR & Marketing Coordinator  
Nicole Dick, Math Instructor, Faculty Senate  
Toni Douglass, Community Member  
Aaron Kucharik, Community Member  
Derek Ramos, Dean of Physical Planning  
Rodney Dozier, Campus Police Chief  
Samantha Sanger, English Instructor  
Andrew Knoll, IT Director  
Lon Pishny, Community Member  
Joe Lowry, Student Activities Coordinator/Coordinator of Jazz  
Stewart Nelson, Community Member

**CALL TO ORDER:**

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

**COMMENTS FROM THE CHAIR:**

Chair Wasinger reminded the board that the HLC Conference will be held April 17-21 in Chicago. Trustees are welcome to attend.

**INTRODUCTION OF NEW EMPLOYEES:**

No new employees in January.

**CONSENT AGENDA:**

Chair Wasinger asked if Trustees wished to remove any items from the consent agenda.

Trustee Wasinger asked for II C-4 to be removed and trustee Rupp asked for II E to be removed for separate discussion.

Chair Wasinger then asked for a motion approving consent agenda items II A, II B-1, B-2, II C-1, C-2, C-3, C-5, II D and II F. Holding II C-4 and II E for separate discussion.

**Motion:**

*Douglas moved, seconded by Tedrow to approve consent agenda items II A, II B-1, B-2, II C-1, C-2, C-3, C-5, II D and II F. Holding II C-4 and II E for separate discussion.*

**Ayes:** Wasinger, Douglass, Smith, Tedrow, Rupp

**Nays:** Hitz

**Motion carried: 5-1**

Approved actions follow:

**(A) Approval of minutes of previous meetings (January 14, 2020)**

(Supporting documents filed with official minutes.)

**(B) Approval of personnel actions-Human Resources**

B-1 Human Resources Report

B-2 Adjunct/Outreach Contracts

(Supporting documents filed with official minutes.)

**(C) Financial Information**

C-1 Monthly Summary Published Funds Operating Revenues and Expenses

C-2 Checks Processed in excess of \$50,000

C-3 Revenues

C-5 Cash in Bank

(Supporting documents filed with official minutes.)

**(D) Approval of 2020-20201 Tuition, Fees, Room and Board**

(Supporting documents filed with official minutes.)

**(F) Extension of Great Western Dining Contract**

(Supporting documents filed with official minutes.)

**II C-4, Expenses**

Trustee Wasinger inquired about an expense line related to book scholarships. Ms. Armstrong did not have the details of the expense but will get the information and forward it to the board.

**II E, Approval Remodel of the Athletic Training Rooms**

Trustee Rupp wished to convey his gratitude for securing a grant for the athletic training remodel. He expressed the need for increased prevention and care for the athletes and also better educational experience for the students. Trustee Hitz clarified that the facility at the multi-sports complex was initially used as a maintenance building and has since been transformed to a visitors locker room, athletic training area and additional storage.

**Motion:**

***Rupp moved, seconded by Douglass to approve consent agenda items II C-4, Expenses and II E, Approval Remodel of the Athletic Training Rooms***

***Ayes: Wasinger, Hitz, Douglass, Smith, Tedrow, Rupp***

***Nays: None***

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

(Supporting documents filed with official minutes.)

**MONITORING REPORTS and ENDS REPORT**

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

- A. Monitoring Reports and ENDS ..... **Consensus Approval**
  - A-1 Bi-Annual, Executive Limitations, Essential Skills
  - A-2 Annual, Executive Limitations, Personal Enrichment
- B. Review Monitoring Report
  - B-1 Annual, Executive Limitations, Information and Advice
  - B-2 Annual, Executive Limitations, Asset Protection

Trustees indicated that they accept the monitoring reports as presented.

**REVIEW MONITORING REPORT:**

Trustees discussed the definitions of Essential Skills #4 and #5, social responsibility and diversity. The decision was made to keep them as is for now.

**PUBLIC COMMENTS:**

No signatures for public comments this month.

**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.

**GCCC In the Community**

- **Lakin Futures Tour** – An annual event, GCCC Admissions and tech programs coordinated a campus tour and hands-on experience for Lakin Middle School students on Feb. 4, 2020.
- **Rotary International** – Chuck Pfeifer, Dean of Technical Education & Workforce Development, made a presentation to our local Rotary group on Feb. 5. Rotary is a civic organization comprised of business and community leaders. Chuck informed the group about all that GCCC has to offer in our technical division, including GCCC’s plans to implement an industrial maintenance and construction trades program in the fall.
- **World Read Aloud Day** – A few GCCC staff and faculty participated in World Read Aloud Day on Feb. 5, by reading to elementary students in USD 457. This is a great event to promote literacy and lifelong learning.

**GCCC In the News**

- **Jan. 15** – KSN came to campus Jan. 15, to learn more about our welding program and industrial maintenance program that is in the works to meet the need for trained workers for Empirical Foods.
  - <https://www.ksn.com/news/local/gccc-prepares-for-new-business/>
- **Jan. 20 – MLK Day at GCCC**
  - La Mexicana Radio (101.5 FM) visited with our SGA students and our MLK Day guest speaker, Ms. LaTosha Brown, on Jan. 20.
  - The radio station also live-streamed our MLK Day program, attended by a few hundred students and community members.
  - *GC Telegram* story: <https://www.gctelegram.com/news/20200120/activist-latosha-brown-encourages-community-to-recommit-to-what-is-best-of-us>

- **Jan. 22** – The *Hutchinson News* interviewed instructors and students in our John Deere Ag Tech program about their recent move and expansion. The news about our two-year program and the job placement provided in it was picked up by the Associated Press and reprinted in many media organizations across the state and shared widely on social media (e.g., 166 shares on GCCC Facebook post alone). KSN is currently working on a follow story, too.
  - <https://www.hutchnews.com/news/20200122/john-deere-partners-with-garden-city-to-offer-free-college-to-tech-students>
- **Jan. 31** –KSN came to campus Jan. 31 to interview local Chiefs fans ahead of the Superbowl. Dr. Ruda and Winsom Lamb were gracious enough to allow the TV reporter to interview them about their hopes and desires for a Chiefs win and their wishes for former GCCC student Tyreek Hill!
  - <https://www.ksn.com/news/western-kansas-roots-on-their-own-in-the-big-game/>
- **Souper Bowl (GC3 Media)**
  - GCCC Student Support Services and the Art Club held their annual Souper Bowl event. \$10 includes a handmade bowl, complete with chili or pozole. GC3 Media covered this great event.
- **Esports attend Midwest Esports Convention**
  - The GCCC Esports team traveled to Wichita on Feb. 1 to compete in the Midwest Esports Convention in Wichita, KS. GCCC’s Darwyn “Nightfang” Maxwell was undefeated after several rounds of play and declared the winner of the MWEC Rocket League Tournament. Darwyn is a JDAT student from Ulysses.

#### Upcoming Events

- **GCCC Blood Drive** – In partnership with American Red Cross. Will be held in the DPAC back gym on Wednesday, Feb. 12, 2020, from 9 AM to 1 PM.
- **Endowment is hosting a book signing** on Friday, Feb. 14, for **Bob Hopkins**, a 1961 graduate of Garden City High School. Hopkins was originally scheduled to attend last month but his program was cancelled due to inclement weather. The signing will be held 6-8 PM in the Endowment Room.
  - Hopkins is a professor of business communications and has recently written a book called *Philanthropy Misunderstood*. He will be sharing some of the proceeds of his book for a new scholarship – the Nolte Scholarship – named after a former teacher of his. The scholarship will benefit GCHS students attending GCCC.
- **“Almost, Maine”** – A dinner theater presented by the Garden City Community College Players. Shows begin at 7 p.m. on February 20-23, 2020, and will be held in the Endowment Room.
  - Tickets are \$25 in advance and \$35 at the door. The play comprises of nine short arts all centering around love and is the perfect opportunity for a dinner or Valentine’s date!
- **Polar Plunge** – GCCC is hosting this year’s Polar Plunge, a benefit for Special Olympics Kansas, on Saturday, Feb. 29, 2020. Criminal Justice Instructor Brandy Unruh has challenged me to take the plunge, and I have graciously accepted.
- **The Endowment Auction is Friday, March 27, 2020**, at the Finney County Exhibition Building. This year’s theme is **“Lost in the 50s!”**
  - Tickets are now on sale: \$25 for admissions wristbands, and \$25 for the 50/50 raffle.
  - “A good time for a great cause!” – Jeremy Gigot, Endowment Director

**REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION (FCEDC):**

No report from FCEDC this month.

**REPORT FROM KACCT:**

No report from KACCT this month.

**REPORT FROM SGA:**

Joe Lowry, Student Activities Coordinator/Coordinator of Jazz updated the board on SGA activities. SGA recently hosted an MLK speaker, Ms. LaTosha Brown and enjoyed a make it – take it airbrush art and tied blanket event. Mr. Lowry also discussed upcoming events that include virtual reality, a magician, and a clean-up day.

**REPORT FROM FACULTY SENATE:**

Nicole Dick, Math Instructor /Faculty Senate, shared that faculty have been wrapping up their review of policies. Faculty are also attending several conferences in February and are taking advantage of lunch with the President this month.

**OWNERSHIP LINKAGE:**

No comments.

**EXECUTIVE SESSION:**

No executive session was held.

**CALENDAR DATES:**

Chair Wasinger reviewed calendar dates with Trustees.  
Next Board meeting will be March 10, 2020

Meeting adjourned at 7:05 p.m. by Chair Wasinger.

**UPCOMING CALENDAR EVENTS:**

February 12	Buster Women’s Basketball vs. Pratt CC, 6:00 p.m.
February 12	Buster Men’s Basketball vs. Pratt CC, 8:00 p.m.
February 12	Buster Softball vs. Lamar CC, 1:00 p.m. and 3:00 p.m.
February 14	Buster Rodeo @ Kansas State Rodeo
February 15	Buster Baseball vs. Iowa Western CC, 2:00 p.m. and 4:30 p.m.
February 16	Buster Baseball vs. Iowa Western CC, 12:00p.m. and 2:30 p.m.
February 19	Buster Men’s Basketball vs. Colby CC, 8:00 p.m.
February 19	Buster Softball vs. Trinidad State Junior College 12:00 p.m. and 2:00 p.m.
February 7-28	Emporia State Printmaking, Mercer Gallery
February 20-23	Dinner Theatre, “Almost Maine”, 7:00 p.m., Pauline Joyce Fine Arts
February 26	Buster Softball vs. Otero Junior College, 11:00 a.m. and 1:00 p.m.

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Amy R McVey  
Deputy Clerk

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Dr. Ryan Ruda  
President

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Dr. Blake Wasinger  
Chairman of the Board

**Agenda No: II-B**

**Date: March 10, 2020**

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

**Presenter:** Dr. Ryan Ruda

**Background Information:**

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

**Budget Information:**

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

**Recommended Board Action:**

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

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

**Board Member Notes:**





March 2, 2020

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

**New Hires:**

Anthony Redding, Assistant Football Coach, effective, March 2, 2020  
Mason Taylor, Campus Safety Officer, effective, March 9, 2020

**Transfers:**

No transfers to report.

**Separations:**

Shirley Montez, Custodian, effective, February 26, 2020  
Patrick Nee, Head Men's Basketball Coach, effective, February 28, 2020  
Andrew Cruz, Technical Admissions Representative, effective, February 28, 2020  
Joe Lowry, Coordinator of Jazz Theory/Student Activities Coordinator, effective, March 3, 2020

**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 3/10/2020)**

INSTRUCTOR	CLASS	AMOUNT
Breen, Michael	American Government POLS 105-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 01/27/2020 - 5/14/2020 11-00-0000-11060-5260	\$1,560.00
Carlisle, Jessica	KSPN Med Surg Nrsg II Clinic PNRS-112-01 - 3.00 credit hour(s) 28.49 Contact hours X \$27.50 = \$783.48 1/20/2020 - 5/5/2020 12-00-0000-12201-5260	\$783.48
Clark, Erika	KSPN Med Surg Nrsg II Clinic PNRS-112-01 - 3.00 credit hour(s) 85.23 Contact hours X \$27.50 = \$2343.83 1/20/2020 - 5/5/2020 12-00-0000-12201-5260	\$2,343.83
Estes, Brittany	Introduction to Literature I LITR-210-50 - 3.00 credit hours(s) 3.00 credit hour X \$520.00 = \$1560.00 1/13/2020 - 5/14/2020 11-00-0000-11021-5260	\$1,560.00
Gigot, Jeremy	Business Law I BSAD-104-90 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 1/13/2020 - 5/14/2020 11-00-0000-11010-5260	\$1,800.00
Glenn, Skyler	Beef Production ANSI-105-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 1/13/2020 - 5/14/2020	\$1,560.00
Glenn, Skyler	Commercial Feedlot Operations ANSI-104-01 - 1.00 credit hour(s) 1.00 credit hour(s) X \$520.00 = \$520.00 1/13/2020 - 5/14/2020	\$520.00
Hands, Casey	Applied Music: Instrumental I MUSC-1021-07 - 1.00 credit hour(s) \$200/student X 1 student = \$200.00 1/13/2020 - 5/14/2020	\$200.00

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT/OUTREACH FACULTY CONTRACTS  
 (Presented to Board of Trustees for Approval 3/10/2020)**

Hands, Casey	Band I, II, IV- MASTER SLAVE MUSC-120-01,121-01, 211-01 - 1.00 credit hour(s) 2.00 credit hour(s) X \$520.00 = \$1040.00 1/13/2020 - 5/14/2020	\$1,040.00
Hands, Casey	Music History and Appreciation MUSC-108-40 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 1/27/2020 - 5/14/2020	\$1,560.00
Hands, Casey	Percussion Ensemble I, II, III, IV-MASTER SLAVE MUSC-158-90, 163-90, 208-90,227-0 - 1.00 credit hour(s) 7/8 of 1.00 credit hour(s) X \$520.00 = \$455.00 1/13/2020 - 5/14/2020	\$455.00
Hays, David	College Algebra MATH-108-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$540.00 = \$1620.00.00 1/27/2020 - 5/14/2020	\$1,620.00
Johnson, Christopher	Applied Music: Instrumental II MUSC-103-08 - 1.00 credit hour(s) \$200.00/student X 1 student = \$200.00 1/13/2020 - 5/14/2020	\$200.00
Johnson, Christopher	Applied Music: Instrumental II MUSC-1031-06 - 1.00 credit hour(s) \$200/student X 1 student = \$200.00 1/13/2020 - 5/14/2020	\$200.00
Johnson, Christopher	Applied Music: Instrumental II MUSC-1031-09 - 1.00 credit hour(s) \$200/student X 1 student = \$200.00 1/13/2020 - 5/14/2020	\$200.00
Johnson, Christopher	Applied Music: Instrumental IV MUSC-204-06 - 1.00 credit hour(s) \$200.00/student X 1 student = \$200.00 1/13/2020 - 5/14/2020	\$200.00

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT/OUTREACH FACULTY CONTRACTS  
 (Presented to Board of Trustees for Approval 3/10/2020)**

Johnson, Christopher	Applied Music: Instrumental IV MUSC-2041-08 - 1.00 credit hour(s) \$200.00/student X 2 students = \$400.00 1/13/2020 - 5/14/2020	\$400.00
Johnson, Christopher	Theory of Music I MUSC-150-01 - 3.00 credit hour(s) 2/8 of 3.00 credit hour X \$520.00 = \$390.00 1/13/2020 - 5/14/2020	\$390.00
Johnson, Christopher	Theory of Music II MUSC-151-01 - 3.00 credit hour(s) 3/8 of 3.00 credit hour X \$520.00 = \$585.00 1/13/2020 - 5/14/2020	\$585.00
Johnson, Christopher	Theory of Music IV MUSC-251-01 - 3.00 credit hour(s) 4/8 of 3.00 credit hour X \$520.00 = \$780.00 1/13/2020 - 5/14/2020	\$780.00
Johnson, Makenzi	Applied Music: Instrumental II MUSC-103-04 - 1.00 credit hour(s) \$200.00/student X 1 student = \$200.00 1/13/2020 - 5/14/2020	\$200.00
Johnson, Makenzi	Applied Music: Instrumental II MUSC-1031-11 - 1.00 credit hour(s) \$200.00/student X 1 student = \$200.00 1/13/2020 - 5/14/2020	\$200.00
Kaster, Kent	American History Since 1877 HIST-104-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 1/27/2020 - 5/14/2020	\$1,560.00
Lowry, Joseph	Jazz Ensemble I, II, IV-MASTER SLAVE MUSC-124-01, 125-01, 219-01 - 1.00 credit hour(s) 1.00 credit hour(s) X 14/31 X \$520.00 = \$234.84 1/13/2020 - 5/14/2020	\$234.84

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT/OUTREACH FACULTY CONTRACTS  
 (Presented to Board of Trustees for Approval 3/10/2020)**

Lowry, Joseph	Rock Ensemble II MUSC-140-90 - 1.00 credit hour(s) $1/8 \text{ of } 1.00 \times 8/17 \times 520.00 = \$30.59$ 1/13/2020 - 5/14/2020	\$30.59
McFee, Dan	Defensive Tactics/Karate-Adv CRIM-100A-90 - 2.00 credit hour(s) $1/8 \text{ of } 2.00 \text{ credit hours} \times \$500.00 = \$125.00$ 1/13/2020 - 5/14/2020	\$125.00
Pauley, Paul	Women on Target CRMJ-315-03 NON-CREDIT - 5 hours $5 \text{ contact hour(s)} @ \$20.00 = \$100.00$ 2/29/2020	\$100.00
Pfeifer, Patrick	Career Success PCDE-109-01 - 1.00 credit hour(s) $1.00 \text{ credit hour(s)} \times \$500.00 = \$500.00$ 1/13/2020 - 5/14/2020	\$500.00
Pfeifer, Patrick	Career Success PCDE-109-02 - 1.00 credit hour(s) $1.00 \text{ credit hour(s)} \times \$500.00 = \$500.00$ 1/13/2020 - 5/14/2020	\$500.00
Prewitt, Robert	Women on Target CRMJ-315-03 NON-CREDIT - 10 hours $10 \text{ contact hour(s)} @ \$35.00 = \$350.00$ 2/29/2020	\$350.00
Reisch, Angie	Principles of Biology BIOL-105-90 - 5.00 credit hour(s) $5.00 \text{ credit hour(s)} \times \$500.00 = \$2500.00$ 1/13/2020 - 5/14/2020	\$2,500.00
Smith, Roberta	College Reading *** READ-093-90 - 3.00 credit hour(s) $3.00 \text{ credit hour(s)} \times \$500.00 = \$1500.00$ 1/13/2020 - 5/14/2020	\$1,500.00

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT/OUTREACH FACULTY CONTRACTS  
 (Presented to Board of Trustees for Approval 3/10/2020)**

Spero, Susan	Sociology of Families SOCI-113-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 1/27/2020 - 5/14/2020	\$1,800.00
Stritt, Jerred	Women on Target CRMJ-315-03 NON-CREDIT - 5 hours 5 contact hour(s) @ \$20.00 = \$100.00 2/29/2020	\$100.00
Terpstra, Philip	Intermediate Algebra MATH-107-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 1/13/2020 - 5/14/2020	\$1,560.00
Terpstra, Philip	Intermediate Algebra MATH-107-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 1/13/2020 - 5/14/2020	\$1,560.00
Thomeczek, Elizabeth	Intermediate Algebra MATH-107-90 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 1/13/2020 - 5/14/2020	\$1,500.00
Weaver, Melissa	Public Speaking SPCH-111-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 1/27/2020 - 5/14/2020	\$1,500.00
Wilk, Michelle	Intermediate English *** ENGL-091-90 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 1/13/2020 - 5/14/2020	\$1,500.00

**Total: \$35,277.74**

**Agenda No: II-C**

**Date: March 10, 2020**

**Topic:** Financial Information

**Presenter:** Dr. Ryan Ruda

**Background Information:**

Presentation of monthly financial documents:

- Checks over \$50,000
- Revenues
- Expenses
- Cash in Bank

**Budget Information:**

Financial information represents 1) monthly expenditures over \$20,000 2) cash deposits.

**Recommended Board Action:**

Accept and approve financial information as presented.

**Board Action Taken:**         **Approved**  **Disapproved**

**Ayes**  **Nays**  **No Action**

**Board Member Notes:**

## Garden City Community College

2/29/2020- 66.67% of Year

### Published Funds Operating Revenues and Expenses

	Budget FY20			Difference from prior year	FY19		
	Adopted Working Budget	YTD Rev/Exp with encumbrances	YTD % of Budget		Adopted Working Budget	YTD Rev/Exp with encumbrances	YTD % of Budget
<b>Revenues</b>							
Fund 11 - General Fund *	\$ 15,538,563	\$ 11,236,596	72.31%	-6.90%	\$ 15,962,157	\$ 12,644,676	79.22%
Fund 12 - PTE	\$ 2,908,180	\$ 1,505,004	51.75%	-0.45%	\$ 2,685,684	\$ 1,401,833	52.20%
Fund 16 - Auxillary	\$ 3,824,396	\$ 2,916,632	76.26%	-0.13%	\$ 3,602,424	\$ 2,752,141	76.40%
Fund 61 - Capital Outlay **	\$ 1,087,799	\$ 288,196	26.49%	-39.67%	\$ 531,401	\$ 351,574	66.16%
<b>TOTAL</b>	<b>\$ 23,358,938</b>	<b>\$ 15,946,428</b>	<b>68.27%</b>	<b>-7.01%</b>	<b>\$ 22,781,666</b>	<b>\$ 17,150,224</b>	<b>75.28%</b>
<b>Expenses</b>							
Fund 11 - General Fund	\$ 15,538,563	\$ 9,850,133	63.39%	2.14%	\$ 15,962,157	\$ 9,777,217	61.25%
Fund 12 - PTE	\$ 2,908,180	\$ 1,696,166	58.32%	1.65%	\$ 2,685,684	\$ 1,522,030	56.67%
Fund 16 - Auxillary	\$ 3,824,396	\$ 1,574,632	41.17%	-13.04%	\$ 3,602,424	\$ 1,952,995	54.21%
Fund 61 - Capital Outlay	\$ 1,087,799	\$ 28,297	2.60%	-0.08%	\$ 1,000,000	\$ 26,802	2.68%
<b>TOTAL</b>	<b>\$ 23,358,938</b>	<b>\$ 13,149,228</b>	<b>56.29%</b>	<b>-0.82%</b>	<b>\$ 23,250,265</b>	<b>\$ 13,279,044</b>	<b>57.11%</b>

\* County distribution \$1,913,104 less in 19-20

\*\* County distribution \$63,378 less in 19-20

kja

3.4.2020



## CHECKS PROCESSED IN EXCESS OF \$50,000

February 2020

### Purchases over \$50,000 requiring Board Approval

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

- Check #273728 to Great Western Dining for \$53,841.68 for various invoices.
- Check #273886 to Blue Cross-Blue Shield of Kansas for \$104,383.00 for March 2020 health insurance premiums for employees.

Fiscal Year: 2020

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	3,477.00-	1,501,637.00-	1,672,568.00-	170,931.00-	10.22
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	960.00	273,760.00-	231,952.00-	41,808.00	18.01-
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	40,576.00	86,525.00-	94,136.00-	7,611.00-	8.09
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	3,220.35-	585,811.64-	542,351.00-	43,460.64	8.00-
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	5,589.52-	10,462.94-	100,000.00	110,462.94	110.46
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	1,372.00-	120,050.00-	115,615.00-	4,435.00	3.83-
11-00-0000-00000-4014 TUITION BORDER STA	0.00	3,450.00-	202,725.00-	177,056.00-	25,669.00	14.49-
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	2,808.00-	242,316.00-	273,804.00-	31,488.00-	11.50
11-00-0000-00000-4016 NO SHOW FEE : GENE	0.00	1,200.00-	8,500.00-	10,000.00-	1,500.00-	15.00
11-00-0000-00000-4018 RESOURCE CHARGE :	0.00	0.00	2,376.00-	0.00	2,376.00	0.00
11-00-0000-00000-4020 INTERNATIONAL FEE	0.00	300.00-	1,953.31-	2,274.00-	320.69-	14.10
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	6,771.00-	508,740.00-	513,147.00-	4,407.00-	0.86
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	1,275.00-	20,890.00-	30,000.00-	9,110.00-	30.37
11-00-0000-00000-4512 VENDING MACHINES :	0.00	196.62-	2,428.02-	5,000.00-	2,571.98-	51.44
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,753,383.00-	1,753,383.00-	0.00	0.00
11-00-0000-00000-4803 AD VALOREM PROPERTY	0.00	0.00	4,943,839.56-	10,173,241.00-	5,229,401.44-	51.40
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	629,317.47-	703,863.00-	74,545.53-	10.59
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	8,219.22-	9,302.00-	1,082.78-	11.64
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	140,046.48-	204,724.00-	64,677.52-	31.59
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	50,501.74-	134,000.00-	83,498.26-	62.31
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	11,896.68-	13,160.00-	1,263.32-	9.60
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	9,114.45-	14,727.00-	5,612.55-	38.11
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	16,974.41-	79,695.00-	62,720.59-	78.70
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	0.00	20,096.00-	20,096.00-	100.00
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	469.87-	340,000.00	340,469.87	100.14
11-00-0000-00000-4817 NEIGH REVT : GENER	0.00	0.00	39,301.80	35,000.00	4,301.80-	12.28-
11-00-0000-00000-4902 INTEREST INCOME :	0.00	60,530.78-	92,480.76-	150,000.00-	57,519.24-	38.35
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	3,594.50-	40,000.00-	36,405.50-	91.01
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	4,353.19-	30,449.94-	75,000.00-	44,550.06-	59.40
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	2,791.91-	11,914.74-	130,000.00-	118,085.26-	90.83
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	674.23-	5,520.35-	10,000.00-	4,479.65-	44.80
00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,165,531.00	1,165,531.00	100.00
Totals for FUND: 11 - GENERAL	0.00	56,473.60-	11,236,596.28-	15,538,563.00-	4,301,966.72-	27.69
00-0000-00000-4005 ACAD COURSE FEE :	0.00	13,579.13-	305,953.46-	595,482.00-	289,528.54-	48.62
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	2,016.00-	70,056.00-	72,783.00-	2,727.00-	3.75
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,014,384.00-	1,014,384.00-	0.00	0.00
12-00-0000-00000-4603 STATE PMT FOR TUIT	0.00	0.00	114,611.00-	60,000.00-	54,611.00	91.01-
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,165,531.00-	1,165,531.00-	100.00
Totals for FUND: 12 - PTE FUND	0.00	15,595.13-	1,505,004.46-	2,908,180.00-	1,403,175.54-	48.25
16-00-5008-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	3,000.00-	0.00	3,000.00	0.00
16-00-5008-00000-4401 SALES & SERV OF ED	0.00	1,763.00-	8,830.00-	14,264.00-	5,434.00-	38.10

16-00-5008-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	117,292.54-	32,236.00-	32,236.00-	100.00
16-00-5011-00000-4009	S U FEES : GENERAL	0.00	644.15-	0.00	117,292.54-	140,000.00-	22,707.46-	16.22
16-00-5011-00000-4011	MISC STUDENT BILL	0.00	149.70-	0.00	2,930.05-	110,000.00-	107,069.95-	97.34
16-00-5011-00000-4501	BUILDING/ROOM RENT	0.00	7,750.00-	0.00	74,290.32-	100,000.00-	25,709.68-	25.71
16-00-5011-00000-4503	S U DORM BOARD & R	0.00	18,515.30-	0.00	2,211,981.44-	2,600,000.00-	388,018.56-	14.92
16-00-5011-00000-4505	DEPOSITS FORFEITED	0.00	0.00	0.00	0.00	2,000.00-	2,000.00-	100.00
16-00-5011-00000-4506	DORMITORY DAMAGE :	0.00	150.00-	0.00	150.00-	10,000.00-	9,850.00-	98.50
16-00-5011-00000-4507	KEYS : GENERAL	0.00	260.00-	0.00	3,185.00-	6,000.00-	2,815.00-	46.92
16-00-5011-00000-4508	RESERVATION FEE :	0.00	375.00-	0.00	34,950.00-	50,000.00-	15,050.00-	30.10
16-00-5011-00000-4511	CATER & BOOKSTORE	0.00	2,778.66-	0.00	8,905.27-	20,000.00-	11,094.73-	55.47
16-00-5011-00000-4512	VENDING MACHINES :	0.00	155.99-	0.00	2,426.93-	5,000.00-	2,573.07-	51.46
16-00-5011-00000-4516	GUEST ACCOMODATION	0.00	0.00	0.00	0.00	1,000.00-	1,000.00-	100.00
16-00-5011-00000-4907	MISCELLANEOUS INCO	0.00	0.00	0.00	0.00	1,000.00-	1,000.00-	100.00
16-00-5011-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	0.00	146,137.00-	146,137.00-	100.00
16-00-5012-00000-4011	MISC STUDENT BILL	0.00	0.00	104.72-	104.72-	0.00	104.72	0.00
16-00-5012-00000-4401	SALES & SERV OF ED	0.00	4,021.32-	21,123.19-	21,123.19-	30,000.00-	8,876.81-	29.59
16-00-5012-00000-4504	COSMETOLOGY FEES :	0.00	27,881.00-	100,909.94-	100,909.94-	111,074.75-	10,164.81-	9.15
16-00-5012-00000-4907	MISCELLANEOUS INCO	0.00	435.17-	1,639.83-	1,639.83-	1,578.00-	61.83	3.91-
16-00-5012-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	0.00	11,184.00-	11,184.00-	100.00
16-00-5100-00000-4018	RESOURCE CHARGE :	0.00	1,181.50-	213,508.26-	213,508.26-	250,000.00-	36,491.74-	14.60
16-00-5100-00000-4520	SALES - NEW TEXTBO	0.00	2,807.60-	57,659.41-	57,659.41-	120,000.00-	62,340.59-	51.95
16-00-5100-00000-4521	SALES - USED TEXTB	0.00	53.05-	1,523.32-	1,523.32-	40,000.00-	38,476.68-	96.19
16-00-5100-00000-4522	SALES - TRADE BOOK	0.00	64.75-	468.45-	468.45-	0.00	468.45	0.00
16-00-5100-00000-4523	SALES - RENTAL BOO	0.00	0.00	615.00-	615.00-	10,000.00-	9,385.00-	93.85
16-00-5100-00000-4525	SALES - SUPPLIES :	0.00	57.50-	6,645.73-	6,645.73-	20,000.00-	13,354.27-	66.77
16-00-5100-00000-4526	SALES - CLOTHING :	0.00	4,676.43-	36,090.24-	36,090.24-	55,000.00-	18,909.76-	34.38
16-00-5100-00000-4527	SALES - GIFTS : GE	0.00	310.92-	8,177.14-	8,177.14-	10,000.00-	1,822.86-	18.23
16-00-5100-00000-4528	SALES - FOOD : GEN	0.00	0.00	14.80-	14.80-	1,000.00-	985.20-	98.52
16-00-5100-00000-4530	RENTAL FEES - CALC	0.00	20.00-	210.00-	210.00-	1,000.00-	790.00-	79.00
16-00-5100-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	0.00	87,091.00-	87,091.00-	100.00
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Totals for FUND: 16 - AUXILIARY ENTITI		0.00	74,051.04-	2,916,631.58-	2,916,631.58-	3,985,564.75-	1,068,933.17-	26.82
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61-00-0000-00000-4803	AD VALOREM PROPERT	0.00	0.00	246,434.73-	246,434.73-	498,607.00-	252,172.27-	50.58
61-00-0000-00000-4805	MOTOR VEHICLE PROP	0.00	0.00	31,304.59-	31,304.59-	39,360.00-	8,055.41-	20.47
61-00-0000-00000-4806	RECREATIONAL VEHIC	0.00	0.00	415.35-	415.35-	447.00-	31.65-	7.08
61-00-0000-00000-4807	DELINQUENT TAX : G	0.00	0.00	7,129.20-	7,129.20-	7,689.00-	559.80-	7.28
61-00-0000-00000-4808	PAYMENTS IN LIEU O	0.00	0.00	2,487.26-	2,487.26-	6,425.00-	3,937.74-	61.29
61-00-0000-00000-4809	RENTAL EXCISE TAX	0.00	0.00	601.17-	601.17-	0.00	601.17	0.00
61-00-0000-00000-4810	16/20 M TAX : GENE	0.00	0.00	446.26-	446.26-	0.00	446.26	0.00
61-00-0000-00000-4811	TAX IN PROCESS : G	0.00	0.00	0.00	0.00	5,695.00-	5,695.00-	100.00
61-00-0000-00000-4814	COMMERCIAL VEHICLE	0.00	0.00	1,318.83-	1,318.83-	0.00	1,318.83	0.00
61-00-0000-00000-4816	TIF TAX : GENERAL	0.00	0.00	23.74-	23.74-	0.00	23.74	0.00
61-00-0000-00000-4817	NEIGH REV T : GENER	0.00	0.00	1,964.95	1,964.95	0.00	1,964.95-	0.00
61-00-0000-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	0.00	529,576.00-	529,576.00-	100.00
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Totals for FUND: 61 - CAPITAL OUTLAY		0.00	0.00	288,196.18-	288,196.18-	1,087,799.00-	799,602.82-	73.51
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Totals for BUDGET.OFFICER: Unassigned		0.00	146,119.77-	15,946,428.50-	15,946,428.50-	23,520,106.75-	7,573,678.25-	32.20

EXPENSES  
 03/04/20  
 Fiscal Year: 2020

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	689,917.00-	689,917.00-	100.00
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	1,067.26	12,745.29	0.00	12,745.29-	0.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	20,056.42	142,998.67	219,739.14	76,740.47	34.92
DEPARTMENT: 11020 - HUMANITIES	0.00	6,819.08	53,233.04	65,514.00	12,280.96	18.75
DEPARTMENT: 11021 - ENGLISH	0.00	36,175.87	270,463.25	427,320.00	156,856.75	36.71
DEPARTMENT: 11022 - SPEECH	0.00	10,890.11	82,315.29	96,799.00	14,483.71	14.96
DEPARTMENT: 11023 - PHILOSOPHY	0.00	1,453.28	3,391.00	0.00	3,391.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	4,478.08	13,196.67	30,825.00	17,628.33	57.19
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	465.00	465.00	100.00
DEPARTMENT: 11030 - ART	3,021.73	29,738.41	135,129.66	148,802.00	10,650.61	7.16
DEPARTMENT: 11031 - DRAMA	0.00	10,315.04	51,849.65	77,334.00	25,484.35	32.95
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	10,379.27	49,400.48	60,188.00	10,787.52	17.92
DEPARTMENT: 11033 - INST MUSIC	0.00	30,747.41	147,276.22	150,669.10	3,392.88	2.25
DEPARTMENT: 11040 - SCIENCE	1,287.72	41,892.61	290,074.25	461,971.85	170,609.88	36.93
DEPARTMENT: 11050 - MATH	51.84	26,635.73	203,750.83	291,490.00	87,687.33	30.08
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	31,143.12	238,809.72	317,220.64	78,410.92	24.72
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	6,282.53	67,527.13	69,699.00	2,171.87	3.12
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	6,154.93	50,757.28	81,682.00	30,924.72	37.86
DEPARTMENT: 11081 - READING	0.00	10,007.48	77,580.35	120,758.00	43,177.65	35.76
DEPARTMENT: 11082 - ESL	0.00	6,137.54	42,965.53	76,169.00	33,203.47	43.59
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	856.75	15,850.48	0.00	15,850.48-	0.00
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	1,000.70	5,100.07	2,000.00	3,100.07-	154.99-
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	0.00	1,211.07	0.00	1,211.07-	0.00
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	538.25	0.00	538.25-	0.00
DEPARTMENT: 41000 - LIBRARY	2,916.33	14,198.07	111,474.54	179,157.00	64,766.13	36.15
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	19,149.09	7,500.76	64,087.21	99,824.00	16,587.70	16.62
DEPARTMENT: 41100 - TECHNOLOGY-INSTRUC	31,184.02	5,412.13	364,768.81	579,063.00	183,110.17	31.62
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	19,694.88	160,501.55	841,844.27	681,342.72	80.93
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	15,352.70	110,475.81	133,629.00	23,153.19	17.33
DEPARTMENT: 42002 - OUTREACH	0.00	1,611.90	38,165.68	100,068.00	61,902.32	61.86
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	10,460.66	98,822.70	144,624.00	45,801.30	31.67
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	5,960.52	47,136.97	72,065.00	24,928.03	34.59
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	29,612.28	231,631.18	341,305.00	109,673.82	32.13
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	13,225.00	14,000.00	775.00	5.54
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	12,641.85	101,237.15	165,203.00	63,965.85	38.72
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	3,629.28	33,227.80	57,593.00	24,365.20	42.31
DEPARTMENT: 50020 - FINANCIAL AID OFFI	415.08	38,305.61	212,989.51	351,518.00	138,113.41	39.29
DEPARTMENT: 50030 - ADMISSIONS	0.00	11,692.06	98,213.14	160,448.00	62,234.86	38.79
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	13,663.54	111,102.84	182,061.00	70,958.16	38.97
DEPARTMENT: 50050 - STUDENT HEALTH SER	298.70	5,615.57	44,914.43	70,472.00	25,258.87	35.84

DEPARTMENT: 55000 - DIRECTOR OF ATHLET	4,301.46	30,605.46	471,001.99	578,656.61	103,353.16	17.86
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	12,824.11	116,540.68	170,287.68	53,747.00	31.56
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	4,597.04	103,329.76	167,123.00	63,793.24	38.17
DEPARTMENT: 55003 - MEN'S TRACK	0.00	4,331.94	30,411.72	52,381.00	21,969.28	41.94
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	4,169.13	30,911.71	51,633.00	20,721.29	40.13
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	9,443.55	75,902.53	137,594.00	61,691.47	44.84
DEPARTMENT: 55006 - FOOTBALL	0.00	33,002.23	361,966.74	516,690.00	154,723.26	29.95
DEPARTMENT: 55007 - BASEBALL	0.00	10,580.95	110,234.51	179,398.00	69,163.49	38.55
DEPARTMENT: 55008 - VOLLEYBALL	0.00	9,730.55	87,495.02	120,857.17	33,362.15	27.60
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	5,764.13	53,676.41	74,795.45	21,119.04	28.24
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	2,960.38	41,091.01	26,297.40	14,793.61	56.25
DEPARTMENT: 55012 - CHEERLEADING	0.00	12,997.63	60,288.24	61,957.69	1,669.45	2.69
DEPARTMENT: 55014 - RODEO TEAM	0.00	13,505.74	105,698.05	166,084.00	60,385.95	36.36
DEPARTMENT: 55015 - MEN'S GOLF	0.00	428.01	21,003.79	40,044.00	19,040.21	47.55
DEPARTMENT: 55019 - ATHLETIC TRAINING	118.00	18,244.27	148,497.28	193,945.00	45,329.72	23.37
DEPARTMENT: 55020 - PEP BAND	0.00	4,564.61	41,292.75	65,672.00	24,379.25	37.12
DEPARTMENT: 55021 - ESPORTS	0.00	1,449.95	6,422.10	1,500.00	4,922.10	328.13
DEPARTMENT: 61000 - PRESIDENT	897.38	32,958.25	313,639.76	543,070.00	228,532.86	42.08
DEPARTMENT: 61001 - BOARD OF TRUSTEES	119.90	401.60	4,155.56	30,025.00	25,749.54	85.76
DEPARTMENT: 61005 - ATTORNEY	9,425.55	5,144.19	108,598.29	150,000.00	31,976.16	21.32
DEPARTMENT: 62000 - VP OF ADMIN SERVIC	1,008.57	68,441.65	601,804.99	1,307,252.00	704,438.44	53.89
DEPARTMENT: 62010 - HUMAN RESOURCES	51.00	23,367.75	126,821.54	194,281.00	67,408.46	34.70
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	12,567.23	64,510.50	61,098.00	3,412.50	5.58
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	11,501.95	100,000.00	88,498.05	88.50
DEPARTMENT: 63000 - MARKETING/PR	11,328.99	18,705.40	118,394.97	229,854.00	100,130.04	43.56
DEPARTMENT: 64000 - INFORMATION TECHNO	5,824.23	47,623.49	574,524.63	686,834.00	106,485.14	15.50
DEPARTMENT: 65000 - CENTRAL SERVICES	1,070.24	12,706.33	98,387.78	141,220.00	41,761.98	29.57
DEPARTMENT: 67000 - INSTITUTION EFFECT	0.00	7,581.08	88,121.47	189,572.00	101,450.53	53.52
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	8,997.85	12,234.91	111,109.90	185,932.00	65,824.25	35.40
DEPARTMENT: 71000 - BUILDINGS	18,080.75	38,545.98	357,999.08	517,673.00	141,593.17	27.35
DEPARTMENT: 72000 - CUSTODIAL SERVICES	4,236.88	55,815.81	409,374.31	605,951.00	192,339.81	31.74
DEPARTMENT: 73000 - GROUNDS	4,893.96	20,876.56	203,532.12	305,147.00	96,720.92	31.70
DEPARTMENT: 73001 - ATHLETIC FIELDS	100.00	0.00	13,186.07	28,950.00	15,663.93	54.11
DEPARTMENT: 74000 - VEHICLES	20,547.94	19,246.00	207,699.69	494,490.00	266,242.37	53.84
DEPARTMENT: 75000 - CAMPUS SECURITY	60.57	11,717.45	92,765.55	227,268.00	134,441.88	59.16
DEPARTMENT: 76000 - INSURANCE	0.00	4,558.59	233,963.36	259,856.00	25,892.64	9.96
DEPARTMENT: 77000 - UTILITIES	3,036.90	55,361.59	488,471.61	831,500.00	339,991.49	40.89
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	301.68	19,342.54	0.00	19,342.54	0.00
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	183.00	2,013.00	100.00	1,913.00	912.99
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	14,640.00	33,428.00	30,000.00	3,428.00	11.42
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	3,472.00	8,406.00	11,000.00	2,594.00	23.58
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	13,290.00	21,115.00	151,000.00	129,885.00	86.02
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	0.00	106,000.00	106,000.00	100.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	1,750.00	0.00	1,750.00	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	1,832.26	13,479.27	43,971.00	30,491.73	69.35
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FUND: 11 - GENERAL	152,424.68	1,147,752.55	9,953,314.65	15,538,563.00	5,432,823.67	34.96
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EXPENSES  
 03/04/20  
 Fiscal Year: 2020

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	5,396.56	39,311.75	63,249.00	23,937.25	37.85
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	28.05	28.05	241.00	212.95	88.36
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	4,007.81	40,984.40	46,882.00	5,897.60	12.58
DEPARTMENT: 12200 - ADN PROGRAM	150.00	29,922.47	168,471.68	336,883.00	168,261.32	49.95
DEPARTMENT: 12201 - LPN PROGRAM	150.00	31,711.79	195,231.64	337,302.00	141,920.36	42.08
DEPARTMENT: 12202 - EMT	761.00	17,619.80	139,981.14	194,760.00	54,017.86	27.74
DEPARTMENT: 12203 - ALLIED HEALTH	3,328.00	16,209.22	134,481.21	201,799.00	63,989.79	31.71
DEPARTMENT: 12210 - AGRICULTURE	0.00	4,211.81	34,723.91	62,288.00	27,564.09	44.25
DEPARTMENT: 12211 - ANIMAL SCIENCE	462.04	23,072.96	108,415.64	115,309.00	6,431.32	5.58
DEPARTMENT: 12220 - JOHN DEERE AG TECH	772.70	16,566.59	136,338.33	192,374.00	55,262.97	28.73
DEPARTMENT: 12230 - AUTO MECHANICS	700.00	13,298.59	130,608.12	136,730.00	5,421.88	3.97
DEPARTMENT: 12240 - CRIMINAL JUSTICE	305.78	13,278.07	92,008.31	146,598.00	54,283.91	37.03
DEPARTMENT: 12241 - FIRE SCIENCE	2,700.00	7,566.78	84,073.21	81,392.00	5,381.21-	6.60-
DEPARTMENT: 12250 - COSMETOLOGY	0.00	12,037.63	80,707.49	127,957.00	47,249.51	36.93
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	783.69	0.00	783.69-	0.00
DEPARTMENT: 12273 - WELDING	7,577.59	31,136.26	186,886.89	293,099.00	98,634.52	33.65
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	14,379.01	106,880.09	571,317.00	464,436.91	81.29
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	16,250.00	0.00	16,250.00-	0.00
FUND: 12 - PTE FUND	16,907.11	240,443.40	1,696,165.55	2,908,180.00	1,195,107.34	41.09

03/04/20  
 Fiscal Year: 2020

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,751.08	17,047.75	56,750.00	39,702.25	69.96
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	0.00	3,637.00	3,637.00	100.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	3,169.30	3,488.20	318.90	9.14
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	9,148.32	21,168.76	12,020.44	56.78
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	148,926.14	156,381.28	7,455.14	4.77
DEPARTMENT: 55012 - CHEERLEADING	0.00	1,275.72	2,863.64	3,951.90	1,088.26	27.54
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	3,343.97	4,708.01	1,364.04	28.97
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	472.00	0.00	2,670.66	17,583.20	14,440.54	82.13
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,000.00	2,553.24	14,500.00	11,946.76	82.39
DEPARTMENT: 55007 - BASEBALL	0.00	1,033.63	15,268.92	19,449.94	4,181.02	21.50
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	6,850.00	6,850.00	100.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	0.00	89.57	89.57	100.00

DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	1,694.09	2,000.00	305.91	15.30
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	3.57	0.00	3.57-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	64.00	64.00	81.53	17.53	21.50
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	1,752.64	2,500.00	747.36	29.89
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FUND: 14 - ADULT SUPPLEMENTARY ED	472.00	5,124.43	208,506.24	313,139.39	104,161.15	33.26

03/04/20 Annual Budget Report Ending 02/29/20 Page: 4  
 Fiscal Year: 2020 Options - All Statuses FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	16,122.63	37,465.02	46,500.00	9,034.98	19.43
DEPARTMENT: 94000 - STUDENT CENTER	2,295.86	3,930.99	91,610.97	284,435.00	190,528.17	66.98
DEPARTMENT: 95000 - STUDENT HOUSING	27,089.36	166,092.63	1,590,178.54	2,906,702.00	1,289,434.10	44.36
DEPARTMENT: 98000 - COSMETOLOGY	412.50	27,633.34	117,076.55	153,836.75	36,347.70	23.63
DEPARTMENT: 97000 - BOOKSTORE	124,629.75	18,974.69	276,167.05	594,091.00	193,294.20	32.54
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FUND: 16 - AUXILIARY ENTITIES	154,427.47	232,754.28	2,112,498.13	3,985,564.75	1,718,639.15	43.12

03/04/20 Annual Budget Report Ending 02/29/20 Page: 5  
 Fiscal Year: 2020 Options - All Statuses FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	10,469.00	12,338.64	13,000.00	661.36	5.09
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	0.00	16,824.00	16,824.00	100.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	13,225.00-	13,225.00-	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	96.61	20,603.16	124,656.07	329,840.00	205,087.32	62.18
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	5,782.32	48,304.48	78,794.10	30,489.62	38.70
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	861.20	4,000.00	3,138.80	78.47
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	2,691.25	2,895.69	5,000.00	2,104.31	42.09
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	1,817.86	17,791.06	42,623.00	24,831.94	58.26
DEPARTMENT: 31000 - COMMUNITY SERVICE	13,470.00	3,280.35	76,369.73	107,765.00	17,925.27	16.63
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	35.27	35.27	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	3,526.61	0.00	0.00	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	1,976.45	0.00	0.00	3,526.61-	0.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	62,021.39	62,021.39	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	104,036.93	104,036.93	0.00	0.00

**EXPENSES**  
 DEPARTMENT: 11040 - SCIENCE  
 Garden City Community College  
 2,347.04 10,258.37 27,630.32 66,608.40 36,631.04 54.99  
 =====  
 FUND: 22 - RESTRICTED GRANTS  
 15,913.65 56,878.76 405,185.73 817,323.09 396,223.71 48.48  
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03/04/20 Annual Budget Report Ending 02/29/20 Page: 6  
 Options - All Statuses FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	11,445.00	16,797.94	5,352.94 31.87
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	1,563.72	0.00	1,563.72- 0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	7,806.08	0.00	7,806.08- 0.00
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FUND: 23 - OTHER RESTRICTED FUNDS	0.00	0.00	20,814.80	16,797.94	4,016.86- 23.90-

03/04/20 Annual Budget Report Ending 02/29/20 Page: 7  
 Options - All Statuses FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	16,095.79	113,353.17	174,984.00	61,630.83 35.22
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	2,284.82	5,249.00	2,964.18 56.47
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.88	9,060.33	85,610.59	171,918.00	86,306.53 50.20
DEPARTMENT: 12200 - ADN PROGRAM	0.00	4,064.16	15,984.24	0.00	15,984.24- 0.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	50,000.00-	50,000.00-	0.00 0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	150.00	2,981.71	24,580.64	50,000.00	25,269.36 50.54
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FUND: 24 - ADULT EDUCATION	150.88	32,201.99	191,813.46	352,151.00	160,186.66 45.49



GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 71000 - BUILDINGS	25,925.00	0.00	28,296.94	1,087,799.00	1,033,577.06 95.02
FUND: 61 - CAPITAL OUTLAY	25,925.00	0.00	28,296.94	1,087,799.00	1,033,577.06 95.02

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	11,314.93	49,558.25	457,124.02	694,125.42	225,686.47 32.51
DEPARTMENT: 99001 - STUDENT NEWSPAPER	0.00	0.00	4,784.05	16,200.00	11,415.95 70.47
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	0.00	0.00	0.00 0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	357.75	1,057.50	4,922.66	20,382.35	15,101.94 74.09
FUND: 71 - ACTIVITY/ORGANIZATION FD	11,672.68	50,615.75	466,830.73	730,707.77	252,204.36 34.52

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	36,333.35	73,804.00	44,000.00	29,804.00- 67.73-
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	34,834.00	74,371.14	44,000.00	30,371.14- 69.02-
DEPARTMENT: 55003 - MEN'S TRACK	0.00	9,500.00	27,000.00	25,000.00	2,000.00- 7.99-
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	7,000.00	17,250.00	25,000.00	7,750.00 31.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	23,144.00	47,526.00	35,000.00	12,526.00- 35.78-
DEPARTMENT: 55006 - FOOTBALL	0.00	53,969.00	216,756.92	165,000.00	51,756.92- 31.36-
DEPARTMENT: 55007 - BASEBALL	0.00	32,304.00	52,539.00	40,000.00	12,539.00- 31.34-
DEPARTMENT: 55008 - VOLLEYBALL	0.00	12,475.00	33,220.92	42,000.00	8,779.08 20.90
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	22,500.00	45,500.00	30,000.00	15,500.00- 51.66-
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	19,700.00	43,815.00	30,000.00	13,815.00- 46.04-
DEPARTMENT: 55012 - CHEERLEADING	0.00	16,396.00	36,721.00	15,000.00	21,721.00- 144.80-
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	0.00	5,000.00	5,000.00 100.00

	Garden City Community College			
<b>EXPENSES</b>				
DEPARTMENT: 55014 - RODEO TEAM	0.00	17,500.00	33,000.00	32,000.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	7,250.00	14,500.00	11,000.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	10,939.00	25,178.00	32,000.00
DEPARTMENT: 11025 - JOURNALISM	0.00	1,500.00	3,250.00	11,000.00
DEPARTMENT: 11030 - ART	0.00	800.00	3,200.00	11,000.00
DEPARTMENT: 11031 - DRAMA	0.00	1,750.00	3,650.00	10,000.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	5,000.00	11,050.00	15,000.00
DEPARTMENT: 11033 - INST MUSIC	0.00	22,100.00	53,700.00	75,000.00
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	0.00	0.00	6,000.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	10,850.00	24,000.00	20,000.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	14,102.00	38,027.00	20,000.00
DEPARTMENT: 81005 - TUITION WAIVER FCHS	0.00	9,090.50	22,047.65	31,000.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	5,518.00-	3,000.00	0.00
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FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	363,518.85	903,106.63	774,000.00
				129,106.63-
				16.67-

Garden City Community College  
2/28/2020

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 931,946.96	0.0000%
State Municipal Invest. Pool	\$ 266,104.39	1.2500%
Landmark National Bank	<u>\$ 7,608,076.50</u>	1.5900%
	<u>\$ 8,806,127.85</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Western State Bank	CD	\$ 1,000,000.00	2.3100%	6/27/2019	3/27/2020
First National Bank	CDARS	<u>\$ 1,000,000.00</u>	2.4500%	5/16/2019	5/14/2020
		<u>\$ 2,000,000.00</u>			
Total		<u><u>\$ 10,806,127.85</u></u>			

## RESOLUTION NO. 1A

### **A RESOLUTION OF THE BOARD OF TRUSTEES OF GARDEN CITY COMMUNITY COLLEGE DETERMINING THE ADVISABILITY OF FINANCING THE ACQUISITION, CONSTRUCTION, INSTALLATION AND EQUIPPING OF CERTAIN REAL PROPERTY AND EQUIPMENT IMPROVEMENTS BY THE EXECUTION AND DELIVERY OF A LEASE PURCHASE AGREEMENT.**

**WHEREAS**, the Board of Trustees of Garden City Community College (the "College") has considered the need of the College and its district residents to (1) acquire, construct, equip and furnish a new bus barn and improve the hydronic water pipe and tunnel cap on the College campus in Garden City, Kansas (the "Real Property Improvements"), and (2) acquire and install cooling tower, chiller, energy center, bus, campus lights, cameras, boiler, access control, West Hall door access, and dishwasher system improvements (the "Equipment Improvements"), and has found and determined that the Real Property Improvements and Equipment Improvements (jointly, the "Improvements") are in the public interest; and

**WHEREAS**, the governing body has considered various means of financing the Improvements, and has found and determined that it would be in the public interest to undertake and finance the Improvements through the execution and delivery of a Lease Purchase Agreement; and

**WHEREAS**, pursuant to K.S.A. 71-201 and K.S.A. 10-1116c, the College has legal authority to authorize the Improvements and the financing of the Improvements through the execution and delivery of a Lease Purchase Agreement;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF GARDEN CITY COMMUNITY COLLEGE:**

Section 1. **Authorization of Improvements.** The College is hereby authorized to complete final plans and specifications and to contract for the Improvements, at an estimated cost, including financing, of \$3,215,000.

Section 2. **Intent to Enter into Lease Purchase Agreement.** The Board of Trustees shall commence negotiations to enter into a Lease Purchase Agreement (the "Lease") and, if advantageous, to issue certificates of participation therein (the "Certificates"), to provide financing in the total estimated amount of \$3,215,000, which Lease shall contain such terms, conditions and provisions as shall be acceptable to the Board of Trustees. Ranson Financial Group, L.L.C., Wichita, Kansas (the "Financial Advisor") is hereby designated as the financial advisor to the College for the purpose of entering into such negotiations with a suitable lessor.

Section 3. **Conditions to Execution and Delivery of Lease Purchase Agreement and Issuance of Certificates of Participation.** The execution and delivery of the Lease and, if advantageous, issuance of the Certificates, is subject to adoption of a Resolution approving the forms and authorizing the execution of the Lease and execution and delivery of such legal documents as may be necessary in connection with it, the terms of which shall be satisfactory to the Board of Trustees and to the lessor named therein. The Real Property Improvements, and the portion of the Lease that would be applicable to the Real Property Improvements, is also subject to the publication and protest period requirements of K.S.A. 10-1116c,

Section 4. **Expenditure of Funds in Anticipation of Financing.** In order to permit and expedite the Improvements and realization of the public benefits to be derived from the Improvements, the College may expend lawfully available funds prior to execution and delivery of the Lease, to be reimbursed upon

execution and delivery of the Lease. This Resolution shall constitute a declaration of official intent under Treasury Regulation Section 1.150-2.

**Section 5. Total of Payments; Publication of Resolution.** The expected total of all payments to be made by the College pursuant to the Lease (including interest, but excluding amounts required for maintenance, taxes or insurance on the Improvements), over a period of approximately 15 years, is \$3,900,000. The portion of the Lease applicable to the Real Property Improvements would have an expected total Lease payment amount of \$2,045,000. The Secretary of the Board of Trustees is hereby authorized and directed to publish this Resolution once each week for 2 consecutive weeks in a newspaper of general circulation within the boundaries of the College. If a protest petition against the Real Property Improvements and portion of Lease applicable thereto, signed by not less than 5% of the qualified voters of the College, as determined by the vote for secretary of state at the last general election, is filed with the county election officer within 30 days following the last publication of the Resolution, the portion of the proposed Lease applicable to the Real Property Improvements shall not take effect unless approved by a majority of the qualified voters of the College voting at an election to be held thereon as prescribed in K.S.A. 10-1116c, but the College is and would be authorized to proceed with the Lease for the Equipment Improvements.

**Section 6. Further Authority.** The officials of the College, the Financial Advisor, the Purchaser, the College's attorney, Gilmore & Bell, P.C. (the College's "Bond Counsel") and other consultants are authorized to proceed with the planning and document preparation of the Improvements, the Lease, the Certificates and other legal documents necessary in order to comply with the intent of this Resolution, subject to final approval of such documents by the Board of Trustees.

## RESOLUTION NO. 1B

### **A RESOLUTION OF THE BOARD OF TRUSTEES OF GARDEN CITY COMMUNITY COLLEGE DETERMINING THE ADVISABILITY OF FINANCING THE ACQUISITION, CONSTRUCTION, INSTALLATION AND EQUIPPING OF CERTAIN REAL PROPERTY AND EQUIPMENT IMPROVEMENTS BY THE EXECUTION AND DELIVERY OF A LEASE PURCHASE AGREEMENT.**

**WHEREAS**, the Board of Trustees of Garden City Community College (the "College") has considered the need of the College and its district residents to (1) acquire, construct, equip and furnish improvements to the hydronic water pipe and tunnel cap on the College campus in Garden City, Kansas (the "Real Property Improvements"), and (2) acquire and install cooling tower, chiller, energy center, bus, campus lights, cameras, boiler, access control, West Hall door access, and dishwasher system improvements (the "Equipment Improvements"), and has found and determined that the Real Property Improvements and Equipment Improvements (jointly, the "Improvements") are in the public interest; and

**WHEREAS**, the governing body has considered various means of financing the Improvements, and has found and determined that it would be in the public interest to undertake and finance the Improvements through the execution and delivery of a Lease Purchase Agreement; and

**WHEREAS**, pursuant to K.S.A. 71-201 and K.S.A. 10-1116c, the College has legal authority to authorize the Improvements and the financing of the Improvements through the execution and delivery of a Lease Purchase Agreement;

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF GARDEN CITY COMMUNITY COLLEGE:**

Section 1. **Authorization of Improvements.** The College is hereby authorized to complete final plans and specifications and to contract for the Improvements, at an estimated cost, including financing, of \$2,170,000.

Section 2. **Intent to Enter into Lease Purchase Agreement.** The Board of Trustees shall commence negotiations to enter into a Lease Purchase Agreement (the "Lease") and, if advantageous, to issue certificates of participation therein (the "Certificates"), to provide financing in the total estimated amount of \$2,170,000, which Lease shall contain such terms, conditions and provisions as shall be acceptable to the Board of Trustees. Ranson Financial Group, L.L.C., Wichita, Kansas (the "Financial Advisor") is hereby designated as the financial advisor to the College for the purpose of entering into such negotiations with a suitable lessor.

Section 3. **Conditions to Execution and Delivery of Lease Purchase Agreement and Issuance of Certificates of Participation.** The execution and delivery of the Lease and, if advantageous, issuance of the Certificates, is subject to adoption of a Resolution approving the forms and authorizing the execution of the Lease and execution and delivery of such legal documents as may be necessary in connection with it, the terms of which shall be satisfactory to the Board of Trustees and to the lessor named therein. The Real Property Improvements, and the portion of the Lease that would be applicable to the Real Property Improvements, is also subject to the publication and protest period requirements of K.S.A. 10-1116c,

Section 4. **Expenditure of Funds in Anticipation of Financing.** In order to permit and expedite the Improvements and realization of the public benefits to be derived from the Improvements, the College may expend lawfully available funds prior to execution and delivery of the Lease, to be reimbursed upon

execution and delivery of the Lease. This Resolution shall constitute a declaration of official intent under Treasury Regulation Section 1.150-2.

**Section 5. Total of Payments; Publication of Resolution.** The expected total of all payments to be made by the College pursuant to the Lease (including interest, but excluding amounts required for maintenance, taxes or insurance on the Improvements), over a period of approximately 15 years, is \$2,630,000. The portion of the Lease applicable to the Real Property Improvements would have an expected total Lease payment amount of \$690,000. The Secretary of the Board of Trustees is hereby authorized and directed to publish this Resolution once each week for 2 consecutive weeks in a newspaper of general circulation within the boundaries of the College. If a protest petition against the Real Property Improvements and portion of Lease applicable thereto, signed by not less than 5% of the qualified voters of the College, as determined by the vote for secretary of state at the last general election, is filed with the county election officer within 30 days following the last publication of the Resolution, the portion of the proposed Lease applicable to the Real Property Improvements shall not take effect unless approved by a majority of the qualified voters of the College voting at an election to be held thereon as prescribed in K.S.A. 10-1116c, but the College is and would be authorized to proceed with the Lease for the Equipment Improvements.

**Section 6. Further Authority.** The officials of the College, the Financial Advisor, the Purchaser, the College's attorney, Gilmore & Bell, P.C. (the College's "Bond Counsel") and other consultants are authorized to proceed with the planning and document preparation of the Improvements, the Lease, the Certificates and other legal documents necessary in order to comply with the intent of this Resolution, subject to final approval of such documents by the Board of Trustees.

**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 2019-20 thus far.

**Freshman Orientation—**

- Sessions were held at each Freshman orientation on stress management, the importance of diet and exercise, campus safety protocol, 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**

2019 – 2020

In February 2019, 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. Discussions are under way to initiate a campus-wide “soft lockdown” drill for Building Emergency Leaders. We are all making GCCC a safer place!

In February 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. Twenty-one students, faculty and staff attended in 2019. Our ALICE Instructors are Brandy Unruh (Faculty), Larry Pander (Faculty), Greg Greathouse (Athletics), Craig Lurtz (Facilities), Colin Lamb (Administration) and Rodney Dozier (Campus Police).



In June 2019, Chief Dozier attended Clery training with Husch Blackwell of Kansas City. Information gleaned was shared with Support Services and administration.

In August 2019, Chief Dozier presented during student orientation. Safety issues and campus police services were discussed during the event.

Chief Dozier met with SGA in January 2020, to discuss the recent increase in relationship violence on campus and ways students can assist others. Also, Chief Dozier discussed the safety escort program on campus encouraging all students to utilize the service when needed.

In January 2020, Chief Dozier recommended that employees in all buildings take at least one hour during in-service week to discuss safety issues on campus. Dr. Ruda approved this suggestion and encourages leaders across campus to initiate this measure. Chief Dozier is available to facilitate discussions and to assist whenever necessary.

Garden City Community College has officially transitioned to Rave Safety for our emergency mass notification needs. 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. Rave mass notification was utilized during the recent school closures due to excessive snow/ice. Plans have been made to test the notification system at least twice per year.

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. Additionally, Campus Police assists with periodic inspections of the automatic door access in all buildings. Work orders are initiated on all doors with malfunctions.

After collaborating with the Holcomb School District, the Facilities maintenance team installed Night Lock II armed intruder door devices on the classroom doors in the FOUS Building. Plans are to evaluate the effectiveness of the devices and systematically purchase additional ones for other buildings. Inexpensive door security magnets were purchased and tested across campus. They are not a viable safety option for our classrooms.

In November of 2019, GCCC held its first Safety Committee Meeting. The Committee is made of administrators, directors, Campus Police and one student. During the first meeting we established our mission, which is: The Campus Safety Committee exists to support planning, education and execution of campus safety and security functions. Additionally, the committee discussed various safety issues to include, the need for wheelchairs on campus (wheelchairs were purchased and are now located in Residential Life, SCSC, Library and the DPAC).

IT and Facilities have worked diligently to enhance our surveillance camera capabilities on campus. In December 2019, an updated surveillance camera system policy was approved by the administration.

## HR

- Free annual biometric screenings are conducted for full-time employees
- Created an employee wellness program that is coordinated by Karen Adams. There are informational sessions on nutrition, competitions for weight loss and workout classes that have been developed.
- Hosted Diversity Training “Poverty Simulation” on campus to all full-time employees presented by the Southwest Plains Regional Service Center.
- Transitioned to an online platform for annual mandatory training to include Title IX : Roles of Responsible Employees, Discrimination Awareness in the Workplace and Sexual Harassment: Staff to Staff.
- Attended Employment Law and Legal Training to include American’s with Disabilities Act and Family and Medical Leave Act.
- Employee Professional Development during Spring Inservice “Oh, Shift” by Jennifer Powers:
  - Step into a more positive, empowered mindset
  - Deal with change and the stress that comes with it
  - Hold yourself accountable for your own success
  - Step out of the *victim* role and into the *victor* role
  - Adopt simple yet life-changing strategies and tools

## Student Health Services

### **Student Health Services 2019-2020**

- Annual faculty and staff trainings include blood borne pathogens and sexual harassment training. Online trainings to help facilitate the education and completion of trainings.
- Automatic External Defibrillators- monthly maintenance checks (currently 8 AED’s on campus)
- Partnership with Family Crisis offers on campus advocate, available to all students, faculty and staff. Family Crisis GCCC Campus Advocate attends residential life check-in, student health services informational booths & provides education. Nikki Herrman new campus advocate Fall 2019
- The GCCC Blood Mobile, on campus, gives an 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 communication staying well and preventive actions for communicable disease i.e. influenza, coronavirus
- Serve as a referral agent and work closely in obtaining services with other health care providers in the community
- Partnership with Centura Health offering students access to affordable healthcare at Convenient Care Clinic & Siena Medical Clinic
- Maintain professional contact with Robert Rosin MD, Medical Director Student Health Services, offers access to quality healthcare.
- 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 2019—Flu Shots available
- Partnership with Genesis Family Health-Genesis Mental Health Counselors on campus M-W-F

**Fall 2019/Spring 2020 informational /events:**

“Home Sweet Home”- Homesickness /Adjusting to college

“Keep It Safe” - Healthy Relationships/Campus Safety

Red Flag Campaign/Family Crisis- Dating/Domestic Violence Bystander Intervention

“Free Flu Shots for Students”

“Manage Your Stress”- Stress/Anxiety

“Happy Holidays” - Holiday Depression

STI Awareness

Family Crisis RAINN Campaign-Rape, Abuse, Incest National Network

Family Crisis “What Were You Wearing?” Art Exhibit

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

Skin Cancer Awareness

**Fall 2019 Screenings**

Vision Screening

**Spring 2020 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

## **Title IX**

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.

Staff have attended multiple webinars and online training modules. These include: "Clery Act Using evidence to impact real Change to campus safety practices," "Improving your clery act reporting procedures," and "Clery Act compliance."

In process of reviewing the policy to reflect the new Title IX regulations.

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

Send an email to all student and employees each semester which highlights "Know your Rights" with Title IX.

## MARCH 2020 MONITORING REPORT

### ANNUAL REPORT

#### EXECUTIVE LIMITATIONS ANNUAL

##### General Executive Constraint's #2

Page 9

Actual financial conditions at any time shall not incur fiscal jeopardy or compromise board ENDS priorities.

##### CEO's Interpretation:

The President must ensure the financial conditions of the college do not jeopardize fiscal solvency and that there is alignment of finances to the board ENDS of: Mission, Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment and Workforce Development.

##### Data directly addressing interpretation:

The board receives monthly monitoring reports of the financial conditions of the college. These reports are provided by each department and cost center. Additionally, a new monitoring component has been added for direct review of Revenue and Expenses and a comparison to the previous year. These reports provide a context on a monthly basis for direct board inspection and review of the financial conditions of the college.

The four pillars of the strategic plan align to the board ENDS. The four pillars of the college strategic plan are:

- Student Success
- Institutional Partnerships
- Fiscal Solvency
- Sustainable Infrastructure

Within each of the pillars are objectives and strategies that further embed and build upon the Board ENDS. Within the four pillars of the strategic plan, there are objectives and strategies that correspond to ensuring that our budget allocations and prioritizing of planning are united. The college utilizes the annual planning processes which incorporates goals, planning and budget requests from the department level up through the division and college level. Through this process, the annual plan corresponds to addressing and meeting the strategies within the strategic plan, thus addressing and meeting the board ENDS. In order to validate that this process continues, the board receives an annual report in the fall semester which provides update and transparency of progress made on the strategic plan.

## **POLICY TITLE: BOARD JOB DESCRIPTION**

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

1. Linkage with the public regarding ENDS. Input may be obtained in the following ways:
  - A. Meeting with individuals and organized or informal community groups (i.e., civic groups, churches, focus groups).
  - B. Observing and meeting with other public boards.
  - C. Hosting opportunities which afford owners the opportunity to learn about the college.
  - D. During open session of board meetings.
  
2. Written governing policies which, at the broadest levels, address:
  - A. ENDS: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which people at what cost).
  - B. EXECUTIVE LIMITATIONS: Constraints on executive authority which establish the boundaries within which all executive activity and decisions must take place.
  - C. GOVERNANCE PROCESS: Specification of how the board conceives, carries out, and monitors its own task.
  - D. BOARD-MANAGEMENT DELEGATION: The manner in which authority is passed to the president and assessment of the use of that authority.

*(continued on next page)*

**POLICY TITLE: BOARD JOB DESCRIPTION (CONTINUED)**

3. Assure the president's performance through periodic and annual reviews.
4. Select and discipline board officers
  - A. A chairperson shall be selected, by majority vote of the entire board, based on his or her abilities to carry out the responsibilities of that position. (A chairperson, and other officers deemed necessary or required by statute, shall be elected on an annual basis during the official board meeting in January).
  - B. If, for any reason, board members believe the chairperson fails to fulfill his or her role as stated in these policies, they may, by majority vote of the entire board, remove the chairperson from office and select a replacement for the remainder of the unexpired term as chairperson.
5. Impact on legislative affairs through advocacy.
6. The Board shall monitor the outcomes and professional conduct of organizations associated with GCCC - i.e. the GCCC Endowment Association (EA) and the Broncbuster Athletic Association (BAA).

## **Incidental Information March 2020**

### **Colin Lamb, Vice President for Student Services:**

#### **CAMP Scholarship Program**

CAMP Scholarship Program has awarded over \$26,000 in scholarships this semester to freshman students at GCCC.

It is also conducting interviews and reviewing applications for next year's freshman class. Each applicant could receive up to \$3,000 during their freshman year for participating in the program.

#### **Student Support Services**

Student Support Services took participants to the Leadership Studies Shadow Day at Fort Hays State University. Students received information about transferring to FHSU, attended their Introduction to Leadership Concepts class, ate lunch in their dining facility in McMindes Hall, and went on a campus tour. SSS is planning to have presentations by the outreach faculty for Newman University and the Wichita State TAP program in a workshop on February 18. There will also be visits to Emporia State University and Kansas State University on March 2 and 3. The 2020-2025 grant proposal was submitted to the US Department of Education on Tuesday, January 21. Staff members should know of the funding decision sometime this summer.

Four students selected to attend the LSAMP conference in Washington DC were SSS participants. Also, approximately 46% of SSS participants are on the Honorable Mention List, Dean's Honor Roll, or President's Honor Roll. 30 program participants are visiting Emporia State University and K-State this Monday, March 2, and Tuesday, March 3. Staff members are preparing for a Mental Health/Personal Health Workshop on Tuesday, March 10.

#### **Campus Nurse**

Thank you to all of the students, SGA clubs, employees and members of the community that helped make the GCCC blood drive a success. We had a successful drive. We had 77 presenting donors and of those we obtained **62** useable pints of blood.

#### **Winners of the SGA contest:**

Halo won \$150.00 for the largest percentage of participants from a single club.

Nursing won \$150.00 for the largest number of participants from a single club.

#### **Upcoming March Events:**

3/25 -GC Vision Source -Vision Screen

3/31- Attend Governor's Public Health Conference Wichita State University

3/31 -Family Crisis "What Were You Wearing?" Art Exhibit

3/31 & 4/2 -Family Crisis RAINN (Rape, Abuse, Incest National Network) Event



## Registrar's Office

- Our office has received a total of 528 Applications for Graduation for the 2019-20 academic year (121 for Fall 2019, 345 for Spring 2020, and 62 for Summer 2020).
  - At present, a total of 340 graduates have indicated their plans to participate in our Commencement ceremony on Friday, May 8.
  - Note: the 3-year average number of actual ceremony participants is **260**. Below are the actual number of graduates who 'walked' the stage.
    - 2019 = 237
    - 2018 = 295
    - 2017 = 247
- We have completed preliminary degree audits for our Spring 2020 prospective graduates. Graduation applications still continue to trickle in. Within the next few weeks, we will begin preliminary degree audits for our Summer 2020 prospective graduates.

### Student Planning/Self Service:

- Finalizing setup and testing in the live environment;
- Work with and train pilot group; and
- Oversee and assist pilot group with Fall 2020 enrollment (in April).

### Upcoming Department of Education (DOE) Program Review:

- We have been reviewing and verifying data pulled into the student file requested by the DOE.

### The Registrar has been involved with the following this month:

- Academic Catalog for 2020-2022
  - Work with VPI, Deans, Division Chairs, and Faculty with finalizing their respective departmental pages and 4-semester program/major plans.
- Retention Committee
  - This committee is in the process of identifying potential areas to focus on for retention strategies. We are reviewing a model that is being used at Southern Utah University and developed by Jared N. Tippetts, Ph.D. and Eric M. Kirby, J.D./Ph.D. It is called the ASCEND model and is outlined as follows:
    - Affordability, Support, Culture, Engagement, Nudges, Data
- Census 2020 Committee
  - We now have on our website with Information about the census (<https://www.gcccks.edu/census2020.aspx>) and social media announcements have been posted through Facebook, Twitter, and Instagram).

- Home Show (March 21-22): we will be available to share information about the census.
- “Census Days” on campus have been scheduled for April 7-8, 10 AM - 2 PM (Saffell Library).
- “Every Buster Counts” has been designated as our theme and we have adopted the logo shown below.

## **Marc Malone, Vice President for Instructional Services:**

### **Arts/Humanities**

#### **Music**

Music instructors and music majors attended the Kansas Music Educators Association conference and received some excellent information on teaching strategies, trends, growth, retention, and performances.

Music instructors were invited to judge at a High Plains League Solo & Ensemble where high school students representing 8 schools in the region performed in large group, small group, or solos.

The music department had a successful spring tour; 9 different schools heard the choir and drumline perform.

#### **Drama**

The College Players completed their 10<sup>th</sup> annual dinner theatre. We want to express our appreciation to Mark Scheopner for a truly inspired poster design and Marie Bradley Ross for a truly inspired dinner combination. We are currently putting together plans for our final show of the year, Peter Schafer’s Black Comedy.

#### **Art**

The Mercer gallery Hosted James Ehlers for an excellent Print show for the month of February. His workshop on the 28<sup>th</sup> of February was well attended by students, community members and even Great Bend high school attended the event.

GCCC art professors Brian McCallum and Michael Knutson served as jurors for the Scholastic art competition. The culminating event was a recruiting opportunity for regional High School students interested in pursuing the arts.

### **English**

The faculty within the English department have been working hard researching and planning for the proposal of a “corequisite” model of accelerating developmental education. The English department has two levels of courses below college-level composition. For students whose skills

place them in these lower-level courses, there is extra time and expense before they get to college credit courses, and a growing body of national research is indicating these types of developmental courses are serving as a barrier rather than a method of increasing student success. The corequisite proposal would eliminate one level of developmental courses and place these students into the college level course with one credit hour of extra support or “just in time” intervention. Research has shown this model to be more effective at facilitating student success.

## **Online**

- 115 new fully-online applicants for the 2019 fiscal year.
- Spring 2020 as of 2/26/20
  - 773 credit hours from fully-online students
  - Average number of credit hours taken by full-online students: 10
  - The office is currently tracking 102 advisees for Spring 2020. 30 of these students are full-time, 55% are from Garden City, and 13 are taking classes to transfer to other schools (Wichita State, Fort Hays, K-State, Texas A&M, and Western Nebraska Community College)
- The Online Office also tracks its own social media accounts and runs a daily posting schedule:
  - Facebook: 192 followers
    - The average post on Facebook reaches 90-150 people
    - Dean of Academics Phil Terpstra, however, is a larger celebrity. A recent Facebook post featuring Phil reached 1,974 people
  - Twitter: 46 followers
  - Instagram: 200 followers

## **Faculty Development**

This past summer’s emphasized providing instructional design and faculty professional development resources in a full-time position on campus. These functions are led by Jamie Durler. Since October, when optional trainings started, a total of 30 full-time faculty have attended at least one optional faculty development training since they started in October. These trainings have included subjects such as enhancing student learning with Canvas quizzes, universal design, and formatting within Canvas.

Separately, Jamie has also been invited to meet with numerous academic departments on campus to discuss how to better serve students.

We also have 9 faculty participating in this Spring’s “Community of Practice” concerning hybrid/blended learning. I’ve stolen this information from my shell concerning what a “Community of Practice” is and how it works.

"Community of Practice" is a term from Jean Lave and Etienne Wenger. The foundational idea supporting communities of practice is that a focused and connected group of people can learn more together. In a community of practice, participants share their passion and their challenges. Participants develop and refine their skills through individual work and through interaction and feedback. While "community of practice" principles can be applied to classroom learning, the outcomes, areas of focus, and connections that groups make tend to be more fluid. So, each community of practice is different, even if it is covering a similar subject.

If you are interested in the basics of Community of Practices and how they work, Etienne and Beverly Wenger-Rayner host an official website, and the [Introduction to Communities of Practices](#) (Links to an external site.) section outlines the general qualities.

### **How does this whole thing work?**

As a group, we will meet officially 4-5 times, depending on the schedule. In these times, we will discuss our objectives, learn more techniques, and provide feedback for one another. Outside of the group meetings, we will generally be asked to complete at least one task and then provide feedback to others based on that task. For this, we will often use the Peer Review Tools in Canvas. As we continue, we may also bring that feedback into the classroom.

Members of this community of practice will --

1. Discuss and develop theoretical and practical course design strategies for different methods of delivery.
2. Design or refine assessments and content delivery using different technological mediums.
3. Provide and work with constructive feedback through observation and sharing inside and outside our community.

### **Karla Armstrong, Vice President of Administrative Services/CFO:**

#### **Maintenance:**

- Snow and ice removal as needed for inclement weather.
- Installed/replaced water fountains in DPAC
- Installed/replaced water fountain in ADMIN
- Replaced two exhaust motors at DPAC
- Replaced exhaust motor at BTSC (CAFETERIA)
- Replaced apx. 50 belts on exhaust motors across campus.
- Repaired freezer door at Meats Lab (heating element)
- Installed tile for floor in Penka women's restroom

- Installed new urinal and shut off valves in Penka men's restroom
- Replaced urinal at Tangeman complex
- Replaced mixing valve for Baseball and BBall showers at DPAC
- Actuator repairs at Penka
- Replaced handicap door opener at SCSC
- Installed multiple steel doors at BB Housing
- Moved several loads of old furniture from Library
- Repaired dryer fan on dish machine in cafeteria
- Stage set-up and tear-down for dinner theater in Endowment room
- Installed new washers and dryers in several dorms
- Replaced inducer motor at Unit 1
- Various plumbing as needed (snake drains, replace fixtures, repair leaks, etc.)
- Various electrical as needed (ballasts, bulbs, short circuits, etc.)
- Campus wide clean-up of various problem areas (several trips to landfill and scrapyard)

#### WORK COMPLETED BY CONTRACTORS:

- Lights and ballasts at William's stadium
- Electrical upgrade at DPAC for Super Circuit and new scoreboards
- Electrical upgrade at Annex for John Deere
- Mold remediation in Apt. 9 and Apt. 2

#### **Information Technology:**

- Continued work on self-service installation for online enrollment.
- Completed user/department docs transition to Windows Server 2019.
- Finishing up moves off Server 2008 R2 before it is end of life.
- Successfully transitioned all Windows 7 machines to Windows 10 before end of life in January 2020.

#### **Grounds:**

- Snow removal
- Laying down ice melt
- Continuing with maintenance for winter for cross training

**Custodial:**

Set-ups:

- Monthly board meetings
- Blood drive
- Tyson weekly training meetings
- Dinner theatre performance
- Ambassador banquet
- Golden guild luncheon
- Nursing career fair held in practice gym
  
- Ordered extra stand hand sanitizers for bldg.
- Provided hand sanitizers in all busses

Custodians sanitizing extra in all areas

**Transportation:**

Feb 2020 Fleet Utilization Summary Report

Label	Year Make Model	Distance Traveled (mi)	Days Utilized	Trips	Ending Odometer(mi)
#50	2012 FORD FUSION	1,128.40	14	41	276,718
#51	2012 FORD FUSION	1,819.10	13	52	265,628
#52	2012 FORD FUSION	1,586.90	12	44	253,105
#55	2017 CHEVROLET IMPALA	2,530.80	9	42	51,234
#60	2011 DODGE GRAND CARAVAN	2,116.60	14	71	210,819
#61	2011 DODGE GRAND CARAVAN	2,100.40	13	74	127,032
#62	2016 DODGE GRAND CARAVAN	2,871.90	16	89	99,289
#63	2016 DODGE GRAND CARAVAN	3,012.60	15	80	94,305
#70	2019 FORD TRANSIT PASSENGER	2,089.20	19	67	8,830
#71	2019 FORD TRANSIT PASSENGER	956.2	6	34	9,128
#74	2005 CHEVROLET EXPRESS	0.00	0	0	170,026
#75	2005 CHEVROLET EXPRESS	0.00	0	0	189,017

#76	2004 GMC SAVANA390.5		16	52	188,812
#77	2013 FORD E-SERIES WAGON	213.8	1	3	
	121,566				
#85	2009 DODGE GRAND CARAVAN 0.4		3	4	
	268,608				
#87	2009 DODGE GRAND CARAVAN 45.6		11	26	
	285,690				
#88	2009 DODGE GRAND CARAVAN 564.1		12	31	
	205,151				
#89	2010 DODGE CARAVAN	1,765.00	17	87	
	244,882				
BUS#12	2012 MCI J 4500	3,070.90	14	25	357,458
BUS#41	1998 MCI 102E SERIES	653.1	8	8	
	553,821				
BUS#52	2013 FORD F550 BUS CONV.	0	2	2	
	131,872				
BUS#82	2011 MCI J4500	4,145.00	21	41	
	399,598				

### **Human Resources Board Report**

#### **New Employees:**

Anthony Redding, Assistant Football Coach, Monday March 2, 2020

#### **Transfers:**

None to report

#### **Separations:**

Patrick Nee

Andrew Cruz

Joseph Lowry

## **Open Positions:**

**Currently, there are nine on-campus position postings:**

Director of Institutional Research & Data Support-**In Progress; Committee Review**

Director of Marketing and Public Relations-**In progress; On Campus Interviews**

Assistant Athletic Trainer

Research Analyst

Head Men's/Women's Track Coach

Industrial Maintenance Instructor

Head Strength & Conditioning Coach- **In progress; On Campus Interview**

Head Women's Basketball Coach-**In Progress; Zoom Interviews**

Head Men's Basketball Coach

Projects for the Human Resources Department include:

- IPEDS Report
- Employee Appreciation Friday March 6, 2020
- Continuing with procedural review (Personnel Policies & Procedures)
- Working on the development of employee and faculty handbooks
- Department Assessment Review Process (Human Resources Operations Manual)

## **Bookstore**

Virga has been looking at and ordering new merchandise for fall. She has also been working on updating the bookstore website-getting rid of the older items and putting on new. Sales are slowly increasing on the website. We are trying to develop a promotion that will allow parents to purchase a small gift on the website for their child/student, that can be delivered to them here on campus (baskets, cups etc. with candy or some small item) just so they can let their child/student know they are thinking about them-we will keep you posted.

- Student ID's update-the suggestion was made to add a suicide hotline number on student's ID cards. After some discussions with campus personnel, the bookstore now will be adding a new suicide hotline number to the ID cards whenever a student comes to the bookstore to get their ID. We felt this was a very worthwhile small contribution we could make here in the bookstore.
- The bookstore is also planning on purchasing some small giveaway items such as hand sanitizers etc., to be given away to prospective students that visit the bookstore. These items could also be given away when a student comes in to get their first student ID. We don't want them to forget about us. We are also trying to develop a clever idea that we can give them a percent off coupon to come back and see us and purchase their college gear.



## **Business office:**

- Working on data collection for Dept of Education program review
- Continued to work with Paycom on conversion
- Trained two employees on purchase card procedures
- Processed renewal for SAMS.gov – college needs this status for grants
- Processed refund checks to 519 students for a total of \$666,056

## **Print Shop**

- Completed 266 print/design requests including requests for supplies across campus
- *Some of the projects we designed & printed:*
- Endowment auction posters, table tents, invites
- Online postcards
- “Almost, Maine” posters and table tents
- Early Enrollment Day postcards
- Monthly business cards for employees
- Updated various brochures & flyers for multiple departments
- Designed promo items for upcoming Better Home & Living Show
- Designed Ride for the Future poster and table tents
- Replacement diplomas & honors certificates
- Fire MOU brochures and social graphics
- Health Fair poster and postcards
- Financial Aid February pizza party flyer

## **PR/Marketing**

- Completed (or currently working on) on 25 PR/marketing requests this past month
- Released comprehensive Fall 2019 Honor Roll list to media (This project between the Records Office and PR/Marketing involves heavy formatting and alphabetizing to make sure all students are included in the appropriate lists and that special care and attention is given to make sure students’ name and hometowns are accurately represented.) The list is pending publication in *The Telegram*.
- Assisted with presentation for President’s Golden Guild quarterly meeting.
- Successful promotion and coverage of 8<sup>th</sup> annual Polar Plunge on campus, a fundraiser for Special Olympics Kansas held on (2/29/20)
- Successful promotion and coverage of Bob Hopkins book signing (2/14/20). Hopkins, former GCHS graduate and business professor, is donating proceeds of his book to the Dean and Norma Nolte Scholarship Fund through GCCC Endowment.
- “Every Buster Counts” ongoing census campaign and webpage:  
<https://www.gcccks.edu/census2020.aspx>
- Published Dr. Ruda’s quarterly letter to *The Telegram* (2/22/20)
- Worked with President’s Office & Financial Aid Director to submit relevant marketing information for Dept. of Education Program Review

- Produced short video for new Personal Finance Online course (BSAD-130), shared on social media
- Currently working on a project to stage multiple dorms rooms on campus and promote living on campus to new students
- Press releases include:
  - Polar Plunge event
  - Receipt of private grant funding from Sunderland Foundation
  - Planned athletic training updates to campus
  - Endowment Auction
  - “Almost, Maine” GCCC Players production (2/20-23/2020)