

October 13, 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, October 13, 2020**. The meeting will be held by Zoom. Please Join from a PC, Mac, iPad, iPhone, or Android device:

Please click this URL to join. <https://zoom.us/j/94749278240>

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 947 4927 8240

For **PUBLIC COMMENTS** please contact Amy McVey, [amy.mcvey@gcccks.edu](mailto:amy.mcvey@gcccks.edu) by 5:00 pm CST Tuesday, October 13, 2020.

5:30 PM Dinner in the **President's Conference Room**

6:00 PM Regular board meeting called to order in the President's Conference Room located in the SCSC Building.

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**AGENDA**

**I. CALL TO ORDER:**

- A. Comments from the Chair
- B. Introduction of new employees

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

- A. Approval of minutes from previous meetings (August 11, 2020 Sp. Meeting, September 8, 2020, and September 19 & 20, 2020 Retreat).....page 4
- B. Approval of personnel actions-Human Resources.....page 14
  - B-1 Human Resources Report.....page 15
  - B-2 Adjunct/Outreach Contracts.....page 16
- C. Financial information.....page 23
  - C-1 Monthly Summary Published Funds Operating Revenues and Expenses.....page 24
  - C-2 Checks processed in excess of \$50,000.....page 25
  - C-3 Revenues.....page 26
  - C-4 Expenses.....page 28
  - C-5 Cash in Bank.....page 35
- D. Early Childhood Education Certificate A.....page 36

**III. EDUCATIONAL PRESENTATIONS:**

- A. English and Allied Health Program Reviews
- B. Strategic Plan Annual Update

**IV. CONFIRMATION OF MONITORING REPORTS:**

- A. Monitoring Reports and ENDS ..... **Consensus Approval**
  - A-1 Annual, Work Preparedness (page 5).....page 37
  - A-2 Bi-Annual, General Executive Constraints #10 (page 9).....page 42
- B. Review Monitoring Report
  - B-1 Annual, Workforce Development (page 8)
  - B-2 Bi-Annual, Board Job Descriptions #6 (page 18)
  - B-3 Bi-annual, Executive Limitation #7 (page 9) MOTION

**V. 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.....page 47
- D. Report from FCEDC
- E. Report from KACCT
- F. Report from SGA
- G. Report from Faculty Senate
- H. BOT Retreat Review

**VI. OWNERSHIP LINKAGE**

**VII. EXECUTIVE SESSION**

**VIII. ADJOURNMENT**

## **Upcoming Calendar Dates:**

Oct 23	All-Employee Meeting, 2:30 p.m., Zoom
Oct 23-Nov20	Mercer Gallery, Ruth Moritz, Mixed Media Assemblages
November 10	BOT Meeting, 6 p.m., President's Conference Room
November 10	Advising Day, no classes
November 11	Exploration Day, no classes
November 20	All-Employee Meeting, 2:30 p.m., Zoom
November 23-29	Thanksgiving Break, campus closed
Nov 30-Dec 4	Mercer Gallery, <i>Student Holiday Art Sale</i> , TENTATIVE
December 7-10	Final Exams
December 8	BOT Meeting, 6 p.m., President's Conference Room All-
December 11	Employee Meeting, 2:30 p.m., Zoom
December 19-January 3	Christmas Break, campus closed

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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**

**g. Security, if open discussion would jeopardize security**

**SPECIAL MEETING BOARD OF TRUSTEES**

**GARDEN CITY COMMUNITY COLLEGE**

Monday, August 11, 2020

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

Others Present: Dr. Ryan Ruda, President  
Amy McVey, Deputy Clerk  
Karla Armstrong, Vice President  
Colin Lamb, Vice President  
Marc Malone, Vice President  
Greg McVey, Director of Athletics  
Leslie Wenzel, Director of Advising  
Toni Douglass, Community Member  
Andrew Knoll, IT Director  
Aaron Kucharik, Community Member  
Corey Crane, Ellucian Representative  
Meghan Flynn, Garden City Telegram  
Mike Pilosof, Sports Information Director  
Nancy Unruh, Registrar  
Perla Salazar, Faculty Senate/Math Instructor

The Board of Trustees met in special session at 5:45 p.m. on August 11, 2020, in the President’s Conference Room.

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**CALL TO ORDER:**

Chair Wasinger called the meeting to order at 5:45 p.m.

**PUBLIC COMMENTS**

No comments.

**CONSENT AGENDA:**

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

**Motion:**

*Douglass moved, seconded by Tedrow to approve consent agenda item III A, Consideration and Approval of the 2020-20201 Budget.*

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

**Nays:** None

**Motion carried: 6-0**

Approved actions follow:

**(A) Consideration and Approval of the 2020-2021 Budget**

(Supporting documents filed with official minutes.)

**ADJOURNMENT:**

Meeting adjourned at 5:49 p.m.

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Amy R. McVey  
Deputy Clerk

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Dr. Ryan Ruda  
Secretary

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Dr. Blake Wasinger  
Chair of the Board

**MEETING OF TRUSTEES  
GARDEN CITY COMMUNITY COLLEGE  
September 8, 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  
Colin Lamb, Vice President  
Marc Malone, Vice President  
Greg McVey, Director of Athletics  
Andrew Knoll, IT Director  
Meghan Flynn, Garden City Telegram  
Mike Pilosof, Sports Information Director  
Nancy Unruh, Registrar  
Perla Salazar, Faculty Senate/Math Instructor  
Gabe Winger, JDAT Instructor

**CALL TO ORDER:**

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

**COMMENTS FROM THE CHAIR:**

Trustee Wasinger extended his appreciation to admin, staff and faculty for their efforts increasing enrollment and for their help in continuing to keep our campus safe. Wasinger also discussed the possibility of moving the BOT meetings back to the Endowment room for open meetings, but at this time the Endowment Room would not meet the sq footage criteria for COVID-19. Trustee Wasinger reminded the BOT that their retreat will be held on Saturday, September 19 and Sunday, September 20.

**INTRODUCTION OF NEW EMPLOYEES:**

New employees will be acknowledged at the next BOT meeting.

**CONSENT AGENDA:**

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

Trustee Rupp requested agenda item II D be removed for discussion.

Trustee Douglass requested II F be removed for discussion.

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

**Motion:**

*Tedrow moved, seconded by Douglass to approve consent agenda items II A, II B, II C, and II E. Holding II D and II F for separate discussion.*

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

**Nays:** *None*

**Motion carried: 6-0**

(Supporting documents filed with official minutes.)

**Approved actions follow:**

**A. Approval of minutes of previous meetings (August 11, 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-4 Expenses**

**C-5 Cash in Bank**

(Supporting documents filed with official minutes.)

**E. Purchases over \$50,000**

**E-1 Approval of Canvas Cloud Subscription**

(Supporting documents filed with official minutes.)

**II D: Approval of Grant Writer,** Trustee Rupp requested background information on securing a grant writer. GCCC has used this grant writer in the past for a Title V grant. The Title III grant is specific to HIS/STEM. The grant writer will help navigate all federal guidelines, supervise annual reporting, and close out the grant at the end of the five years. Trustee Hitz requested clarification of HIS. HIS is Hispanic serving and STEM is Science, Technology, Engineering and Math. Trustee Wasinger mentioned that \$2500 upfront is a small amount for the amount of work needed to be done. Hitz thanked admin for the information, he wanted to fully understand before voting.

**II F: Negotiated Agreement,** Trustee Rupp stated that he likes the grievance procedure and mentioned that Mr. Grisell does a great job with the faculty. Trustee Douglass commended the faculty for keeping salaries steady this year. She also enquired about healthcare benefits for retirees. Ms. Armstrong explained that an employee must complete 10 years of service at GCCC with 10 years of continuous health insurance. They are eligible from ages 62-65, only 3 years.

**Motion:**

*Rupp moved, seconded by Douglass to approve consent agenda items II D, Approval of Grant Writer and II F, Negotiated Agreement.*

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

*Nays: None*

**Motion carried: 6-0**

(Supporting documents filed with official minutes.)

**MONITORING REPORTS and ENDS REPORT:**

The trustees discussed:

**Workforce Development, Annual**

No comments or changes.

**Board Job Descriptions #6, Bi-annual**

**Trustee Rupp, BAA** is currently recruiting new members for the BAA Board as well as conducting meetings according to rules and regulations. Fundraising has slowed down a bit because of the pandemic but they are still out there raising funds for ticket sponsors for the spring, and the BAA Golf Tournament being held on October 10. Athletic teams will soon start online fundraising through eTeamSponsor. The Board is currently looking into an electronic ticket program that would let the public choose and pay for their seats online. This will free up athletic administration time for other duties. Trustee Douglass enquired about funds for scholarships and if BAA are meeting their goals. Dr. Ruda stated that BAA has only been contributing to scholarships for the past two years. They are also in the process of building their reserves.

**Trustee Smith, EA** is financially progressing with their current investments and adapting to virtual fundraising. EA is currently discussing how to proceed with their annual phonathon. The Molz Scholarship Reception was held virtually this year and went very well.

Report was approved as presented.

**REVIEW MONITORING REPORT:**

Trustees reviewed:

B-1 Bi-Annual, Executive Limitation #7, the question at last months meeting was if the maximum 10% premium was adequate for local needs? The board discussed and agreed that the 10% is well within reason. One change they would like to add; Purchases directed by grant funds are excluded. This change will be made in the Policy Governance handbook.

Bi-Annual, Executive Limitation #8, no changes made.



## **PUBLIC COMMENTS:**

No public comments.

## **PRESIDENT'S REPORT:**

### **ENROLLMENT**

- As of Tuesday morning, Garden City Community College's enrollment was down 3.65 percent compared to the same time last year.
- Currently, there are 1,069 full-time students (down .28 percent), and 777 part-time students (down 7.94 percent).
- Students are enrolled in 20,910 credit hours compared to 20,950 last year, down .19 percent from 2019.
- The average credit hours (11.33) are up 3.59 percent compared to the same time a year ago.

### **PRESIDENT'S WEEKLY VLOG**

- The President's Desk with Dr. Ryan Ruda, a weekly video blog, can be seen every Monday on the Garden City Community College Facebook page, twitter and on the all-new campus cloud app available for download in the app store and Google Play.
- The show is a long-interview format with different faculty and staff members in which Dr. Ruda asks them specific questions about their roles on campus.
- Listed below are the first four guests:
  - o Rodney Dozier, Chief of Police
  - o Kurt Peterson, Student Support Services
  - o Allison Griffin, Head Athletic Trainer

### **9/11 OBSERVANCE**

Garden City Community College will observe Patriot Day and pay its respects to the 184 victims, their families, and first responders who died during the attacks on the World Trade Center on Sept. 11, 2001. The ceremony will begin at 9 a.m. on Friday, Sept. 11 where organizers will gather around the flagpole in the quad.

### **DENIM ROGERS**

Former Broncbuster track athlete, Denim Rogers, recently announced plans to open the Denim Athletic Club in Monrovia, Liberia later this year. The mission of the athletic club is to enrich the lives of disadvantaged children, providing them with the necessary physical, intellectual, emotional, and social tools and knowledge to excel in life. The club will allow students to play all sports, using a meticulous coaching model to ensure that everyone is given the best possible opportunity to succeed. During his time in Garden City, Rogers won the National Championship in the heptathlon as a sophomore. After transferring to Houston Baptist, he qualified for the U.S. Olympic trials.

## **SAFETY ON CAMPUS COVID-19**

As cases of COVID-19 continue to rise in the state of Kansas, Gov. Laura Kelly announced plans for the Kansas Department of Health to begin releasing names and locations of active outbreaks. Starting on Wednesday, the active locations of outbreaks will be reported when there are five or more confirmed cases associated to the location or event, and the names of private business will be released if there are 20 cases associated with the firm.

## **LEADERSHIP KANSAS**

One of the oldest and most prestigious statewide leadership programs in the country, will be on campus on Wednesday inside the John Deere Building. Dr. Ruda and Gabe Winger, Dean of Technical Education and Workforce Development, will be speaking. They will be touring the facility from 2 p.m. to 3 p.m.

## **BAA GOLF TOURNAMENT**

- The Broncbuster Athletic Association is sponsoring a golf tournament at the Club at Southwind on Saturday, Oct. 10. The four-person scramble has a shotgun start at 10 a.m.
- Right now, about 30 teams have registered for the tournament. The goal is to have 36.
- Anyone interested in playing can pay and register at gobroncbusters.com. It's \$100 per person.
- There will be an awards dinner and a silent auction at the conclusion of the tournament.

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

Trustee Rupp informed the BOT that FCEDC met last month. FCEDC is currently working on the 3<sup>rd</sup> street building for the childcare center and facilitating new housing developments.

## **REPORT FROM KACCT:**

Beth Tedrow communicated that KACCT help their last meeting on August 29 at 8:00 a.m. by Zoom. The meeting commenced by discussing the latest updates on funding. They also discussed the impact that COVID-19 is having on Kansas Community Colleges.

KACCT will hold their next meeting on December 5 at 8:00 a.m. by Zoom.

## **REPORT FROM SGA:**

No report from SGA this month.

## **REPORT FROM FACULTY SENATE:**

Perla Salazar, Math Instructor /Faculty Senate, communicated that they are currently working on filling (4) open positions on Faculty Senate. The new members will be announced on Friday, September 11, 2020. They are also busy with policy revisions and revamping the appeals process.

## **OWNERSHIP LINKAGE:**

Trustee Rupp shared they had received a letter from a parent of a current student commending GCCC. She appreciated the hard work GCCC had made to make move in seamless and safe for all parents and students. Trustee Hitz shared support and appreciation from the Garden City community for the way GCCC has handled safety on campus. Trustee Douglass would like to explore the possibility of evaluating board members. Will discuss more in depth at the Board Retreat on September 19 & 20.

Next Board meeting will be October 13, 2020  
Board Retreat will be September 19 and 20, 2020

Meeting adjourned at 7:24 p.m. by Chair Wasinger.

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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

**BOARD OF TRUSTEES  
GARDEN CITY COMMUNITY COLLEGE  
RETREAT**

Saturday, September 19, 2020

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

Others Present: Dr. Ryan Ruda, President  
Amy McVey, Deputy Clerk  
Dr. Pamila Fisher, ACCT Consultant

The Board of Trustees met at 9:00 a.m. on Saturday, September 19, 2020, in the Beth Tedrow Student Center Endowment Room.

**CALL TO ORDER:**

Chair Wasinger called the meeting to order at 9:02 a.m.

**REVIEW/DISCUSSION:**

Dr. Fisher started the day by providing a little background on herself and thanking the Board for all they do. The board engaged in a “get to know you” session and then proceeded to identify topics and questions they would like to discuss during the retreat. Discussions on these topics ensued until lunch. The afternoon session consisted of board goals, accreditation, and communication protocols.

No action was taken.

**ADJOURNMENT:**

Meeting adjourned at 3:37 p.m.

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Amy R. McVey  
Deputy Clerk

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Dr. Ryan Ruda  
Secretary

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Dr. Blake Wasinger  
Chair of the Board

**BOARD OF TRUSTEES  
GARDEN CITY COMMUNITY COLLEGE  
RETREAT**

Sunday, September 20, 2020

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

Others Present: Dr. Ryan Ruda, President  
Amy McVey, Deputy Clerk  
Dr. Pamila Fisher, ACCT Consultant

The Board of Trustees met at 9:00 a.m. on Sunday, September 20, 2020, in the Beth Tedrow Student Center Endowment Room.

**CALL TO ORDER:**

Chair Wasinger called the meeting to order at 9:07 a.m.

**REVIEW/DISCUSSION:**

Today's session started with a re-cap from the previous day. Dr. Fisher then moved to focusing on the future including in depth conversations about being an effective board. As Fisher moved through the discussions of effective trustees, fiduciary accountability, and traditional and policy governance she concluded the day by drafting board goals for the year, chosen by the trustees.

No action was taken.

**ADJOURNMENT:**

Meeting adjourned at 1:46 p.m.

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Amy R. McVey  
Deputy Clerk

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Dr. Ryan Ruda  
Secretary

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Dr. Blake Wasinger  
Chair of the Board

**Agenda No: II-B**

**Date: October 13, 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:**



October 2, 2020

**To:** Board of Trustees

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

**New Hires:**

No new hires to report.

**Transfers:**

Melody Brooks, Creative Services Manager to Director of Media Relations, effective, August 26, 2020

**Separations:**

No separations to report.

**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 10/13/2020)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Albert, Kathleen	Anatomy and Phisiology I BIOL-211-51 - 4.00 credit hour(s) 4.00 credit hour(s) X \$600.00 = \$2400.00 9/8/2020 - 12/10/20	\$2,400.00
Baker, Jennifer	Horsemanship ANSI-141-90 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 8/17/2020 - 12/10/2020	\$500.00
Beaty, William	Struct Fire Strategy & Tactics FIRE-207-51 - 3.00 credit hour(s) 4/6 of 3.00 credit hour(s) X \$500.00 = \$1000.00 9/8/2020 - 12/10/2020	\$1,000.00
Breen, Michael	AMERICAN GOVERNMENT POLS-105-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 9/8/2020 - 12/10/2020	\$1,560.00
Burgardt, Tom	Kansas Conceal Carry CRMJ-300-02 NON-CREDIT - 3 hours 3 contact hour(s) @ \$35.00 = \$105.00 10/3/2020	\$105.00
Dominguez, Gerardo	Theory & Technique of Football HPER-180-02 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00 9/9/2020 - 10/30/2020	\$1,000.00
Dominguez, Gerardo	Theory & Technique of Football HPER-180-04 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00 9/8/2020 - 10/30/2020	\$1,000.00
Gigot, Jeremy	Business Law I BSAD-104-90 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 8/17/2020 - 12/10/2020	\$1,800.00
Glenn, Skyler	Animal Science & Industry Lab ANSI-103-01 - 1.00 credit hour(s) 1.00 credit hour(s) X \$520.00 = \$520.00 8/17/2020 - 12/10/2020	\$520.00
Glenn, Skyler	Animal Science & Industry Lab ANSI-103-02 - 1.00 credit hour(s)	\$520.00



**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 10/13/2020)

	1.00 credit hour(s) X \$520.00 = \$520.00 8/17/2020 - 12/10/2020	
Glenn, Skyler	Principles of Animal Science ANSI-102-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 8/17/2020 - 12/10/2020	\$1,560.00
Grinde, James	Health Education HPER-106-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Grinde, James	Intro to Sport Administration HPER-250-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Hands, Casey	Applied Music: Instrumental 1 MUSC-102-06 - 1.00 credit hour(s) \$200/student X 1 student = \$200.00 8/17/2020 - 12/10/2020	\$200.00
Hands, Casey	Applied Music: Instr I-Percussion MUSC-1021-11 - 1.00 credit hour(s) \$200/student X 4 student = \$800.00 8/17/2020 - 12/10/2020	\$800.00
Hands, Casey	Music History and Appreciaton MUSC-108-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 8/17/2020 - 12/10/2020	\$1,560.00
Hands, Casey	Band I,II, III, IV - Combined MUSC- 120-01, 121-01, 210-01, 211-01 - 2.00 credit hour(s) 2.00 credit hour(s) X \$520.00 = \$1040.00 8/17/2020 - 12/10/2020	\$1,040.00
Hands, Casey	Brass Choir I, III, IV - Combined MUSC 157-90, 207-90, 226-90 - 1.00 credit hour(s) 4/8 of 1.00 credit hour(s) X \$520.00 = \$260.00 8/17/2020 - 12/10/2020	\$260.00
Hands, Casey	Percussion Ensemble I, III, IV - Combined MUSC 158-90, 208-90, 227-90 - 1 credit hour(s) 1.00 credit hour(s) X \$520.00 = \$520.00 8/17/2020 - 12/10/2020	\$520.00

**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 10/13/2020)

Hays, David	College Algebra MATH-108-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$540.00 = \$1620.00 9/8/2020 - 12/10/2020	\$1,620.00
Homm, Mike	Women on Target-NRA Basic Pistol CRMJ-315-01 NON-CREDIT - 5 hours 5 contact hour(s) @ \$35.00 = \$175.00 9/5/2020	\$175.00
Homm, Mike	Kansas Conceal Carry CRMJ-300-02 NON-CREDIT - 10 hours 10 contact hour(s) @ \$35.00 = \$350.00 10/3/2020	\$350.00
Johnson, Christopher	Applied Music: Inst I - Trombone MUSC-1021-08 - 1.00 credit hour(s) \$200/student X 2 student = \$400 8/17/2020 - 12/10/2020	\$400.00
Johnson, Christopher	Jazz Ensemble I, IV MUSC 124-01, 219-01 - 1 credit hour(s) 1.00 credit hour(s) X \$520 = \$520.00 8/17/2020 - 12/10/2020	\$520.00
Johnson, Christopher	Music History and Appreciation MUSC-108-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1,560.00 8/17/2020 - 12/10/2020	\$1,560.00
Johnson, Christopher	Theory of Music I MUSC-150-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1,560.00 8/17/2020 - 12/10/2020	\$1,560.00
Johnson, Christopher	Theory of Music III MUSC-250-01 - 3.00 credit hour(s) 3/8 of 3.00 credit hour(s) X \$520.00 = \$585.00 8/17/2020 - 12/10/2020	\$585.00
Johnson, Christopher	Appl Music: Instr IV- Trombone MUSC-2041-08 - 1.00 credit hour(s) \$200/student X 2 students = \$400.00 8/17/2020 - 12/10/2020	\$400.00
Johnson, Makenzi	Applied Music: Instr III MUSC-203-09 - 1.00 credit hour(s)	\$200.00

**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 10/13/2020)

\$200/student X 1 student = \$200.00  
8/17/2020 - 12/10/2020

Johnson, Makenzi	Appl Music: Instr I-Clarinet MUSC-1021-03 - 1.00 credit hour(s) \$200/student X 1 student = \$200.00 8/17/2020 - 12/10/2020	\$200.00
Johnson, Makenzi	Appl Music: Instr I-Saxophone MUSC-1021-04 - 1.00 credit hour(s) \$200/student X 1 student = \$200.00 8/17/2020 - 12/10/2020	\$200.00
Johnson, Makenzi	Appl Music: Instr I-Euphonium MUSC-1021-09 - 1.00 credit hour(s) \$200/student X 1 student = \$200.00 8/17/2020 - 12/10/2020	\$200.00
Komm, Adam	Marketing BSAD-123-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$540.00 = \$1620.00 8/17/2020 - 12/10/2020	\$1,620.00
Kramer, Daniel	Intro Fire Protection/Emer Svc FIRE-100-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 9/8/2020 - 12/10/2020	\$1,500.00
Minnick, Thomas	Theory & Technique of Football HPER-180-01 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00 9/9/2020 - 10/30/2020	\$1,000.00
Minnick, Thomas	Theory & Technique of Football HPER-180-03 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00 9/8/2020 - 10/30/2020	\$1,000.00
Morgan, Linda Mae	Sex Crimes CRIM-219-50 - 3.00 credit hour(s) 2/6 of 3.00 credit hour(s) X \$600.00 = \$600.00 9/8/2020 - 12/10/2020	\$600.00
Mulvaney, Justin	Intro to Sport Science HPER-210-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00

**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 10/13/2020)

Neri, Elise	Beginning Algebra *** MATH-006-90 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 8/17/2020 - 12/10/2020	\$1,560.00
Pauley, Katherine	Strategic Team Building I CRIM-165-02 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 9/26/2020 - 11/13/2020	\$500.00
Pauley, Paul	Strategic Team Building I CRIM-165-01 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 9/26/2020 - 11/13/2020	\$500.00
Pauley, Paul	Kansas Conceal Carry CRMJ-300-02 NON-CREDIT - 4 hours 4 contact hour(s) @ \$35.00 = \$140.00 10/3/2020	\$140.00
Pfeifer, Patrick	College Success PCDE-109-01 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 8/19/2020 - 12/09/2020	\$500.00
Pfeifer, Patrick	College Success PCDE-109-06 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 8/19/2020 - 12/09/2020	\$500.00
Prewitt, Bob	Women on Target-NRA Basic Pistol CRMJ-315-01 NON-CREDIT - 10 hours 10 contact hour(s) @ \$35.00 = \$350.00 9/5/2020	\$350.00
Prewitt, Bob	Kansas Conceal Carry CRMJ-300-02 NON-CREDIT - 4 hours 4 contact hour(s) @ \$25.00 = \$100.00 10/3/2020	\$100.00
Routon, Timothy	Woodworking HMCD-175-01 NON-CREDIT - 42 hours 42 contact hour(s) @ \$35.00 = \$1,470.00 Various evenings 7:00pm - 10:00pm	\$1,470.00
Schneider, Jane	Strategic Team Building I CRIM-165-04 - 1.00 credit hour(s)	\$500.00

**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 10/13/2020)

	1.00 credit hour(s) X \$500.00 = \$500.00 9/26/2020 - 11/13/2020	
Sisk, Bradley	Emergency Medical Technician EMIC-108-50 NON-CREDIT Online \$700.00 8/17/2020 - 10/10/2020	\$700.00
Smith, Roberta	College Reading *** READ-093-90 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Smith, Roberta	Reading Improvement I *** READ-092-90 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1312.50 8/17/2020 - 12/10/2020	\$1,500.00
Stochl, Sean	Lifetime Fitness HPER-121-51 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00 9/8/2020 - 12/10/2020	\$1,000.00
Terpstra, Philip	Beginning Algebra MATH 006-03 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560 8/17/2020 - 12/09/2020	\$1,560.00
Terpstra, Philip	Beginning Algebra MATH 006-04 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560 8/17/2020 - 12/09/2020	\$1,560.00
Thomeczek, Elizabeth	Intermediate Algebra MATH-107-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 9/8/2020 - 12/10/2020	\$1,500.00
Vadapally, Praveen	General Chemistry CHEM-105-52 - 5.00 credit hour(s) 5.00 credit hour(s) X \$600.00 = \$3000.00 9/8/2020 - 12/10/2020	\$3,000.00
Weeks, Ben	Beginning Rappelling CRIM-150-30 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 9/26/2020 - 11/13/2020	\$500.00

**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 10/13/2020)

Whitehill, Judy	Developmental Psychology PSYC-210-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 9/8/2020 - 12/10/2020	\$1,560.00
Whitehill, Judy	Sociology of Families SOCL-113-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 9/8/2020 - 12/10/2020	\$1,560.00
Wilk, Michelle	English II ENGL-102-90 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1125.00 8/17/2020 - 12/10/2020	\$1,500.00
Young, Caleb	College Success PCDE-101-54 - 1.00 credit hour(s) 9/8/2020 - 12/10/2020	\$500.00
	<b>Total:</b>	<b>\$58,595.00</b>

**Agenda No: II-C**

**Date: October 13, 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**

**9/30/2020 - 25% 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 *	\$ 15,411,664	\$ 3,591,028	23.30%	2.48%	\$ 15,538,563	\$ 3,235,273	20.82%
Fund 12 - PTE	\$ 2,645,309	\$ 559,008	21.13%	-3.87%	\$ 2,908,180	\$ 727,179	25.00%
Fund 16 - Auxillary	\$ 3,985,705	\$ 1,496,610	37.55%	-6.10%	\$ 3,824,396	\$ 1,669,330	43.65%
Fund 61 - Capital Outlay **	\$ 1,087,799	\$ 38,713	3.56%	1.15%	\$ 1,087,799	\$ 26,156	2.40%
<b>TOTAL</b>	<b>\$ 23,130,477</b>	<b>\$ 5,685,359</b>	<b>24.58%</b>	<b>0.36%</b>	<b>\$ 23,358,938</b>	<b>\$ 5,657,938</b>	<b>24.22%</b>
<b>Expenses</b>							
Fund 11 - General Fund	\$ 15,411,664	\$ 3,436,092	22.30%	-1.88%	\$ 15,538,563	\$ 3,756,156	24.17%
Fund 12 - PTE	\$ 2,645,309	\$ 461,788	17.46%	1.38%	\$ 2,908,180	\$ 467,524	16.08%
Fund 16 - Auxillary	\$ 3,611,206	\$ 537,958	14.90%	-3.19%	\$ 3,824,396	\$ 691,636	18.08%
Fund 61 - Capital Outlay	\$ 1,237,500	\$ 43,608	3.52%	1.13%	\$ 1,087,799	\$ 26,000	2.39%
<b>TOTAL</b>	<b>\$ 22,905,679</b>	<b>\$ 4,479,446</b>	<b>19.56%</b>	<b>-1.60%</b>	<b>\$ 23,358,938</b>	<b>\$ 4,941,316</b>	<b>21.15%</b>

kja  
10.7.2020



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

September 2020

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

- Check #276383 to Instructure Inc for \$50,757.50 for Canvas Cloud Subscription, Board approved September 8, 2020
- Check #276401 to Wright Specialty Insurance for \$53,685.00 for Vehicle and Crime insurance. Board approved July 21, 2020
- \$147,245.45 wire sent to Clayton Holdings for interest and principle payment on Lease Purchase payment for the Broncbuster Suites #1 (payment due 10/1/20, wire sent 9/14/20). The Board of Trustees approved the purchase on March 30, 2016.

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

- Check #276306 to City of Garden City for \$73,262.53 for utilities
- Check #276307 to Commerce Bank for \$62,276.84 for various purchase card purchases
- Check #276378 to Great Western Dining for \$67,865.46 for various invoices

REVENUES  
10/07/20

0Garden City Community College  
Annual Budget Report Ending 09/30/20  
Options - All Statuses

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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	21,594.00-	690,934.75-	1,271,587.00-	580,652.25-	45.66
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	3,600.00-	188,880.00-	235,552.00-	46,672.00-	19.81
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	0.00	0.00	0.00	0.00	0.00
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	9,808.49-	313,584.33-	549,573.00-	235,988.67-	42.94
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	1,757.58	3,139.39-	100,000.00	103,139.39	103.14
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	1,274.00	39,298.00-	102,292.00-	62,994.00-	61.58
11-00-0000-00000-4014 TUITION BORDER STA	0.00	750.00-	128,100.00-	172,635.00-	44,535.00-	25.80
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	8,854.00-	149,050.00-	326,573.00-	177,523.00-	54.36
11-00-0000-00000-4016 NO SHOW FEE : GENE	0.00	1,250.00-	5,250.00-	10,000.00-	4,750.00-	47.50
11-00-0000-00000-4020 INTERNATIONAL FEE	0.00	300.00-	1,500.00-	3,700.00-	2,200.00-	59.46
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	15,860.00-	338,916.00-	654,814.00-	315,898.00-	48.24
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	3,750.00-	8,700.00-	23,515.00-	14,815.00-	63.00
11-00-0000-00000-4512 VENDING MACHINES :	0.00	114.28-	114.28-	3,193.00-	3,078.72-	96.42
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	895,121.00-	1,790,242.00-	895,121.00-	50.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	338,579.18-	338,579.18-	10,731,460.00-	10,392,880.82-	96.84
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	385,801.98-	385,801.98-	911,866.00-	526,064.02-	57.69
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	5,725.80-	5,725.80-	11,871.00-	6,145.20-	51.77
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	21,989.27-	21,989.27-	200,000.00-	178,010.73-	89.01
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	5,872.37-	5,872.37-	134,000.00-	128,127.63-	95.62
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	7,964.56-	7,964.56-	12,971.00-	5,006.44-	38.60
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	662.54-	662.54-	16,241.00-	15,578.46-	95.92
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	10,767.56-	10,767.56-	104,865.00-	94,097.44-	89.73
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	0.00	3,777.00-	3,777.00-	100.00
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	0.00	418,400.00	418,400.00	100.00
11-00-0000-00000-4817 NEIGH REVT : GENER	0.00	1,111.62	1,111.62	57,500.00	56,388.38	98.07
11-00-0000-00000-4902 INTEREST INCOME :	0.00	577.91-	1,508.73	100,000.00-	101,508.73-	101.51
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	20,000.00-	0.00	20,000.00	0.00
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	25,794.50-	0.00	25,794.50	0.00
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	2,035.06-	5,446.82-	19,076.00-	13,629.18-	71.45
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	852.53-	2,456.23-	7,464.00-	5,007.77-	67.09
00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,409,703.00	1,409,703.00	100.00
=====						
<b>Totals for FUND: 11 - GENERAL</b>	<b>0.00</b>	<b>842,566.33-</b>	<b>3,591,028.21-</b>	<b>15,411,664.00-</b>	<b>11,820,635.79-</b>	<b>76.70</b>
=====						
00-0000-00000-4015 ONLINE COURSE FEE	0.00	729.00-	46,291.00-	84,012.00-	37,721.00-	44.90
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	512,717.00-	1,016,594.00-	503,877.00-	49.57
12-00-0000-00000-4603 STATE PMT FOR TUIT	0.00	0.00	0.00	135,000.00-	135,000.00-	100.00
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,409,703.00-	1,409,703.00-	100.00
=====						
<b>Totals for FUND: 12 - PTE FUND</b>	<b>0.00</b>	<b>729.00-</b>	<b>559,008.00-</b>	<b>2,645,309.00-</b>	<b>2,086,301.00-</b>	<b>78.87</b>

16-00-5008-00000-4401	SALES & SERV OF ED	0.00	544.00-	1,794.00-	10,000.00-	8,206.00-	82.06
16-00-5008-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	15,342.00-	15,342.00-	100.00
16-00-5011-00000-4009	S U FEES : GENERAL	0.00	1,958.84-	62,136.55-	140,000.00-	77,863.45-	55.62
16-00-5011-00000-4011	MISC STUDENT BILL	0.00	2,905.80-	236.99-	110,000.00	110,236.99	100.22
16-00-5011-00000-4501	BUILDING/ROOM RENT	0.00	8,750.00-	26,000.00-	100,000.00-	74,000.00-	74.00
16-00-5011-00000-4503	S U DORM BOARD & R	0.00	19,903.65-	1,165,494.09-	2,600,000.00-	1,434,505.91-	55.17
16-00-5011-00000-4505	DEPOSITS FORFEITED	0.00	0.00	0.00	2,000.00-	2,000.00-	100.00
16-00-5011-00000-4506	DORMITORY DAMAGE :	0.00	0.00	0.00	10,000.00-	10,000.00-	100.00
16-00-5011-00000-4507	KEYS : GENERAL	0.00	0.00	0.00	6,000.00-	6,000.00-	100.00
16-00-5011-00000-4508	RESERVATION FEE :	0.00	450.00-	31,900.00-	50,000.00-	18,100.00-	36.20
16-00-5011-00000-4511	CATER & BOOKSTORE	0.00	0.00	0.00	20,000.00-	20,000.00-	100.00
16-00-5011-00000-4512	VENDING MACHINES :	0.00	912.73-	912.73-	5,000.00-	4,087.27-	81.75
16-00-5011-00000-4516	GUEST ACCOMODATION	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	1,000.00-	1,000.00-	100.00
16-00-5011-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	35,439.00-	35,439.00-	100.00
16-00-5012-00000-4401	SALES & SERV OF ED	0.00	889.32-	940.92-	10,000.00-	9,059.08-	90.59
16-00-5012-00000-4504	COSMETOLOGY FEES :	0.00	821.00-	61,085.00-	121,650.00-	60,565.00-	49.79
16-00-5012-00000-4907	MISCELLANEOUS INCO	0.00	0.00	0.00	500.00-	500.00-	100.00
16-00-5012-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	11,184.00-	11,184.00-	100.00
16-00-5100-00000-4018	RESOURCE CHARGE :	0.00	2,788.18-	90,816.65-	220,000.00-	129,183.35-	58.72
16-00-5100-00000-4520	SALES - NEW TEXTBO	0.00	3,102.25-	41,479.13-	60,000.00-	18,520.87-	30.87
16-00-5100-00000-4521	SALES - USED TEXTB	0.00	0.00	0.00	5,000.00-	5,000.00-	100.00
16-00-5100-00000-4523	SALES - RENTAL BOO	0.00	0.00	0.00	10,000.00-	10,000.00-	100.00
16-00-5100-00000-4525	SALES - SUPPLIES :	0.00	462.52-	1,074.80-	20,000.00-	18,925.20-	94.63
16-00-5100-00000-4526	SALES - CLOTHING :	0.00	3,154.39-	10,771.45-	55,000.00-	44,228.55-	80.42
16-00-5100-00000-4527	SALES - GIFTS : GE	0.00	794.05-	1,808.02-	10,000.00-	8,191.98-	81.92
16-00-5100-00000-4528	SALES - FOOD : GEN	0.00	0.00	0.00	1,000.00-	1,000.00-	100.00
16-00-5100-00000-4530	RENTAL FEES - CALC	0.00	20.00-	160.00-	1,000.00-	840.00-	84.00
16-00-5100-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	200,091.00-	200,091.00-	100.00
=====							
<b>Totals for FUND: 16 - AUXILIARY ENTITI</b>		<b>0.00</b>	<b>47,456.73-</b>	<b>1,496,610.33-</b>	<b>3,611,206.00-</b>	<b>2,114,595.67-</b>	<b>58.56</b>
=====							
61-00-0000-00000-4803	AD VALOREM PROPERT	0.00	16,600.35-	16,600.35-	498,383.00-	481,782.65-	96.67
61-00-0000-00000-4805	MOTOR VEHICLE PROP	0.00	19,492.62-	19,492.62-	0.00	19,492.62	0.00
61-00-0000-00000-4806	RECREATIONAL VEHIC	0.00	289.26-	289.26-	0.00	289.26	0.00
61-00-0000-00000-4807	DELINQUENT TAX : G	0.00	1,117.39-	1,117.39-	0.00	1,117.39	0.00
61-00-0000-00000-4808	PAYMENTS IN LIEU O	0.00	287.91-	287.91-	0.00	287.91	0.00
61-00-0000-00000-4809	RENTAL EXCISE TAX	0.00	402.41-	402.41-	0.00	402.41	0.00
61-00-0000-00000-4810	16/20 M TAX : GENE	0.00	33.49-	33.49-	0.00	33.49	0.00
61-00-0000-00000-4814	COMMERCIAL VEHICLE	0.00	544.03-	544.03-	0.00	544.03	0.00
61-00-0000-00000-4817	NEIGH REV T : GENER	0.00	54.48	54.48	0.00	54.48-	0.00
61-00-0000-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	739,117.00-	739,117.00-	100.00
=====							
<b>Totals for FUND: 61 - CAPITAL OUTLAY</b>		<b>0.00</b>	<b>38,712.98-</b>	<b>38,712.98-</b>	<b>1,237,500.00-</b>	<b>1,198,787.02-</b>	<b>96.87</b>
=====							
<b>Totals for BUDGET.OFFICER: Unassigned</b>		<b>0.00</b>	<b>929,465.04-</b>	<b>5,685,359.52-</b>	<b>22,905,679.00-</b>	<b>17,220,319.48-</b>	<b>75.18</b>

EXPENSES

10/07/20

Garden City Community College  
Annual Budget Report Ending 09/30/20  
Options - All Statuses

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Fiscal Year: 2021

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	139,737.00-	139,737.00-	100.00
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	2,136.19	2,017.42	0.00	2,017.42-	0.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	18,818.94	42,829.28	217,359.56	174,530.28	80.30
DEPARTMENT: 11020 - HUMANITIES	0.00	1,529.89	5,706.88	1,382.00	4,324.88-	312.93-
DEPARTMENT: 11021 - ENGLISH	0.00	38,621.73	82,587.84	412,369.05	329,781.21	79.97
DEPARTMENT: 11022 - SPEECH	0.00	17,080.06	39,395.74	178,401.09	139,005.35	77.92
DEPARTMENT: 11023 - PHILOSOPHY	0.00	484.43	2,422.13	0.00	2,422.13-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	4,957.16	4,957.16	0.00	4,957.16-	0.00
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	419.00	419.00	100.00
DEPARTMENT: 11030 - ART	0.00	26,123.49	38,802.81	138,872.18	100,069.37	72.06
DEPARTMENT: 11031 - DRAMA	0.00	133.21	758.20	4,000.00	3,241.80	81.05
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	12,238.56	17,301.75	67,047.05	49,745.30	74.19
DEPARTMENT: 11033 - INST MUSIC	0.00	44,370.05	57,003.80	140,435.66	83,431.86	59.41
DEPARTMENT: 11034 - ORCHESTRA	0.00	2,625.00	2,625.00	4,500.00	1,875.00	41.67
DEPARTMENT: 11040 - SCIENCE	5,592.41-	33,616.43	72,817.92	367,649.94	300,424.43	81.71
DEPARTMENT: 11050 - MATH	0.00	28,711.86	69,048.33	288,110.84	219,062.51	76.03
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	32,467.04	71,546.89	313,898.54	242,351.65	77.21
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	2,018.43	7,131.53	796.00	6,335.53-	795.91-
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	5,684.38	11,316.25	84,228.61	72,912.36	86.56
DEPARTMENT: 11081 - READING	0.00	10,102.42	20,227.33	120,757.51	100,530.18	83.25
DEPARTMENT: 11082 - ESL	0.00	6,451.38	12,588.91	76,168.86	63,579.95	83.47
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	3,821.58	6,333.49	0.00	6,333.49-	0.00
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	296.04	296.04	2,000.00	1,703.96	85.20
DEPARTMENT: 41000 - LIBRARY	2,041.36	14,710.63	29,765.86	177,902.63	146,095.41	82.12
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	22.96	8,660.64	20,657.60	99,652.23	78,971.67	79.25
DEPARTMENT: 41100 - TECHNOLOGY-INSTRUC	2,749.27-	106,661.80	118,892.06	539,073.75	422,930.96	78.46
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	18,836.24	56,723.76	869,193.44	812,469.68	93.47
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	14,944.84	40,130.20	131,400.21	91,270.01	69.46
DEPARTMENT: 42002 - OUTREACH	0.00	2,394.14	11,787.17	100,067.85	88,280.68	88.22
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	848.93-	10,559.57	34,275.53	145,165.29	111,738.69	76.97
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	5,924.25	17,677.72	71,534.76	53,857.04	75.29
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	20,440.39	66,361.39	318,170.30	251,808.91	79.14
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	13,171.09	37,984.12	163,038.76	125,054.64	76.70
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	4,968.50	14,038.59	52,592.69	38,554.10	73.31
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	20,591.38	54,566.26	271,255.16	216,688.90	79.88
DEPARTMENT: 50030 - ADMISSIONS	0.00	8,355.86	26,427.06	114,611.35	88,184.29	76.94
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	13,853.50	36,172.32	178,954.82	142,782.50	79.79
DEPARTMENT: 50050 - STUDENT HEALTH SER	48.03	5,665.08	17,000.82	69,951.00	52,902.15	75.63
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	810.99	32,925.31	260,423.67	576,646.62	315,411.96	54.70
DEPARTMENT: 55001 - MEN'S BASKETBALL	870.00	17,078.69	41,184.53	156,047.50	113,992.97	73.05
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	2,906.40	10,562.23	31,435.38	152,500.00	118,158.22	77.48
DEPARTMENT: 55003 - MEN'S TRACK	1,885.20	4,421.94	11,921.81	71,580.00	57,772.99	80.71

DEPARTMENT: 55004 - WOMEN'S TRACK	295.20	4,230.01	12,140.92	71,283.00	58,846.88	82.55
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	7,883.07	17,974.79	130,239.96	112,265.17	86.20
DEPARTMENT: 55006 - FOOTBALL	1,019.25-	39,485.34	115,855.00	503,089.80	388,254.05	77.17
DEPARTMENT: 55007 - BASEBALL	4,982.00	12,101.18	32,796.42	167,760.00	129,981.58	77.48
DEPARTMENT: 55008 - VOLLEYBALL	454.00	8,952.54	32,036.88	116,788.38	84,297.50	72.18
DEPARTMENT: 55009 - WOMEN'S SOCCER	2,059.00	3,765.44	15,414.22	62,224.00	44,750.78	71.92
DEPARTMENT: 55010 - MEN'S SOCCER	3,155.00	3,765.43	14,671.26	69,289.00	51,462.74	74.27
DEPARTMENT: 55012 - CHEERLEADING	0.00	12,130.47	22,197.74	60,154.00	37,956.26	63.10
DEPARTMENT: 55014 - RODEO TEAM	2,882.20	21,469.99	39,659.60	162,972.00	120,430.20	73.90
DEPARTMENT: 55015 - MEN'S GOLF	423.50	428.01	1,284.29	38,744.00	37,036.21	95.59
DEPARTMENT: 55019 - ATHLETIC TRAINING	11,538.28	29,740.10	60,063.72	222,661.71	151,059.71	67.84
DEPARTMENT: 55020 - PEP BAND	0.00	5,381.27	14,510.50	65,021.00	50,510.50	77.68
D DEPARTMENT: 55021 - ESPORTS	0.00	856.90	2,570.80	11,834.40	9,263.60	78.28
DEPARTMENT: 61000 - PRESIDENT	600.00-	28,492.66	81,893.41	533,366.00	452,072.59	84.76
DEPARTMENT: 61001 - BOARD OF TRUSTEES	201.27	143.00	408.00	9,523.00	8,913.73	93.60
DEPARTMENT: 61005 - ATTORNEY	0.00	2,973.00	7,474.00	135,000.00	127,526.00	94.46
DEPARTMENT: 62000 - VP OF ADMIN SERVIC	51,032.49	105,707.85	234,553.19	1,207,543.00	921,957.32	76.35
DEPARTMENT: 62010 - HUMAN RESOURCES	2,286.70	15,352.55	36,082.15	189,567.00	151,198.15	79.76
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	11,623.49	20,577.35	60,948.00	40,370.65	66.24
DEPARTMENT: 62050 - ONE-TIME PURCHASES	28,422.96	0.00	0.00	100,000.00	71,577.04	71.58
DEPARTMENT: 63000 - MARKETING/PR	33,729.00	7,388.30	28,294.98	215,629.40	153,605.42	71.24
DEPARTMENT: 64000 - INFORMATION TECHNO	5,223.80-	84,489.16	142,580.79	873,940.05	736,583.06	84.28
DEPARTMENT: 65000 - CENTRAL SERVICES	691.74-	11,949.11	33,762.54	142,979.14	109,908.34	76.87
DEPARTMENT: 67000 - INSTITUTION EFFECT	0.00	13,097.28	28,598.72	160,425.50	131,826.78	82.17
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	900.00	20,907.47	49,091.87	183,976.80	133,984.93	72.83
DEPARTMENT: 71000 - BUILDINGS	13,311.57	38,811.77	92,040.67	472,601.46	367,249.22	77.71
DEPARTMENT: 72000 - CUSTODIAL SERVICES	11,887.05	39,822.49	112,072.94	533,679.56	409,719.57	76.77
DEPARTMENT: 73000 - GROUNDS	4,014.25	24,221.95	62,588.10	274,130.93	207,528.58	75.70
DEPARTMENT: 73001 - ATHLETIC FIELDS	3,232.00	0.00	50.00-	28,450.00	25,268.00	88.82
DEPARTMENT: 74000 - VEHICLES	6,082.89	9,307.13	3,113.68	301,365.64	292,169.07	96.95
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	17,841.01	40,367.10	221,240.02	180,872.92	81.75
DEPARTMENT: 76000 - INSURANCE	0.00	53,994.42	416,166.92	469,809.00	53,642.08	11.42
DEPARTMENT: 77000 - UTILITIES	52,305.04-	71,219.37	141,506.94	831,500.00	742,298.10	89.27
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	11,981.40-	11,981.40-	0.00	11,981.40	0.00
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	183.00	100.00	83.00-	82.99-
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	10,858.00	11,834.00	40,000.00	28,166.00	70.42
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	5,021.00	5,021.00	11,000.00	5,979.00	54.35
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	23,595.00	23,595.00	151,000.00	127,405.00	84.37
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	0.00	0.00	43,831.00	43,831.00	100.00

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FUND: 11 - GENERAL	120,443.86	1,362,038.71	3,436,091.64	15,411,664.00	11,855,128.50	76.92
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FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	5,569.18	12,567.03	63,186.27	50,619.24	80.11
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	0.00	0.00	217.00	217.00	100.00
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	3,733.84	11,072.89	46,880.52	35,807.63	76.38
DEPARTMENT: 12200 - ADN PROGRAM	7,556.37-	33,843.65	72,085.08	293,480.00	228,951.29	78.01
DEPARTMENT: 12201 - LPN PROGRAM	11,193.59-	23,894.65	50,990.45	283,256.22	243,459.36	85.95
DEPARTMENT: 12202 - EMT	180.00-	14,784.96	33,332.41	169,835.27	136,682.86	80.48
DEPARTMENT: 12203 - ALLIED HEALTH	396.38	15,177.29	34,659.22	181,366.00	146,310.40	80.67
DEPARTMENT: 12210 - AGRICULTURE	208.76-	4,799.87	10,518.78	58,728.00	48,417.98	82.44
DEPARTMENT: 12211 - ANIMAL SCIENCE	22.90	19,950.68	29,942.84	105,708.00	75,742.26	71.65
DEPARTMENT: 12220 - JOHN DEERE AG TECH	6,617.18-	12,574.42	24,173.75	153,648.43	136,091.86	88.57
DEPARTMENT: 12230 - AUTO MECHANICS	42.95	14,576.85	33,887.78	132,605.75	98,675.02	74.41
DEPARTMENT: 12240 - CRIMINAL JUSTICE	1,000.00-	10,848.75	21,025.51	130,055.78	110,030.27	84.60
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	6,993.45	13,291.18	79,652.00	66,360.82	83.31
DEPARTMENT: 12250 - COSMETOLOGY	0.00	12,732.55	23,846.80	127,957.00	104,110.20	81.36
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	199.52	199.52	62,270.76	62,071.24	99.68
DEPARTMENT: 12273 - WELDING	33,710.16-	23,148.33	37,291.71	234,524.00	230,942.45	98.47
DEPARTMENT: 12280 - BUILDING TRADES	0.00	6,216.87	12,317.78	82,029.00	69,711.22	84.98
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	14,357.65	40,585.56	439,909.00	399,323.44	90.77
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FUND: 12 - PTE FUND	60,003.83-	223,402.51	461,788.29	2,645,309.00	2,243,524.54	84.81

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FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	3,241.44-	0.00	27,749.12-	34,000.00	64,990.56	191.15
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	0.00	3,673.00	3,673.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	2,157.30	3,688.08	24,493.39	20,805.31	84.94
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	0.00	150.39	150.39	100.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	0.00	2,187.51	2,187.51	100.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	1,000.00	25,454.54	24,454.54	96.07
DEPARTMENT: 31000 - COMMUNITY SERVICE	9.00	0.00	855.27	14,500.00	13,635.73	94.04
DEPARTMENT: 55007 - BASEBALL	0.00	235.49	297.34	16,029.68	15,732.34	98.15
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55015 - MEN'S GOLF	148.50	0.00	0.00	2,709.34	2,560.84	94.52
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	234.06	234.06	100.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	227.50	227.50	842.53	615.03	73.00

DEPARTMENT: 11021 - ENGLISH	0.00	499.94	499.94	7,273.00	6,773.06	93.13
DEPARTMENT: 11030 - ART	0.00	87.09	87.09	4,711.00	4,623.91	98.15
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	0.00	1,400.00	1,400.00	100.00
DEPARTMENT: 11033 - INST MUSIC	0.00	0.00	0.00	1,628.00	1,628.00	100.00
DEPARTMENT: 11040 - SCIENCE	230.00	319.58	719.58	13,325.00	12,375.42	92.87
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	0.00	0.00	3,856.00	3,856.00	100.00
DEPARTMENT: 12200 - ADN PROGRAM	0.00	12,743.25	17,935.25	15,479.00	2,456.25-	15.86-
DEPARTMENT: 12201 - LPN PROGRAM	0.00	13,070.00	18,530.00	24,305.00	5,775.00	23.76
DEPARTMENT: 12202 - EMT	469.95	1,699.83-	1,620.88-	18,073.00	19,223.93	106.37
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	407.03	1,141.93	12,750.00	11,608.07	91.04
DEPARTMENT: 12210 - AGRICULTURE	0.00	1,680.00	1,760.30	2,494.00	733.70	29.42
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	940.87	1,273.72	5,433.00	4,159.28	76.56
DEPARTMENT: 12220 - JOHN DEERE AG TECH	2,630.00	1,210.89	2,575.37	34,218.00	29,012.63	84.79
DEPARTMENT: 12230 - AUTO MECHANICS	8,515.83	5,761.51	44,594.33	62,255.00	9,144.84	14.69
DEPARTMENT: 12240 - CRIMINAL JUSTICE	1,080.00	0.00	0.00	7,255.00	6,175.00	85.11
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	0.00	0.00	1,558.00	1,558.00	100.00
DEPARTMENT: 12273 - WELDING	3,724.11	0.00	0.00	51,967.00	48,242.89	92.83
DEPARTMENT: 12280 - BUILDING TRADES	0.00	1,296.80	1,296.80	8,400.00	7,103.20	84.56
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	0.00	13,796.00	13,796.00	100.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	81,851.00	81,851.00	100.00

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FUND: 14 - ADULT SUPPLEMENTARY ED	13,565.95	38,937.42	67,112.50	496,301.44	415,622.99	83.74
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FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	468.00	1,577.08	8,092.49	25,342.00	16,781.51	66.22
DEPARTMENT: 94000 - STUDENT CENTER	4,525.89	927.92	1,597.60	282,111.00	275,987.51	97.83
DEPARTMENT: 95000 - STUDENT HOUSING	42,116.62-	293,269.35	501,054.69	2,578,328.00	2,119,389.93	82.20
DEPARTMENT: 98000 - COSMETOLOGY	20,752.96	26,739.81	25,446.66	143,334.00	97,134.38	67.77
DEPARTMENT: 97000 - BOOKSTORE	28,217.78-	11,902.21	1,766.46	582,091.00	608,542.32	104.54
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FUND: 16 - AUXILIARY ENTITIES	44,587.55-	334,416.37	537,957.90	3,611,206.00	3,117,835.65	86.34

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FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	17,000.00	17,000.00	100.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	16,824.00-	0.00	16,824.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	0.00	2,993.80	2,993.80	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	13,457.66	6,592.07	98,282.89	111,643.04	97.51-	0.08-
DEPARTMENT: 42005 - DEAN OF TECHNICAL	13,404.79	0.00	0.00	13,450.00	45.21	0.34
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	464.50	0.00	464.50-	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	6,861.20	6,861.20	11,471.84	4,610.64	40.19
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	21,273.54	21,273.54	327,697.00	306,423.46	93.51
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	0.00	15,297.00	15,297.00	100.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	5,814.40	17,379.04	0.00	17,379.04-	0.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	17,404.00-	17,404.00-	100.00
DEPARTMENT: 12280 - BUILDING TRADES	14,119.10	19,345.04	19,345.04	33,469.00	4.86	0.01
DEPARTMENT: 11040 - SCIENCE	0.00	4,736.60	4,736.60	42,623.00	37,886.40	88.89
DEPARTMENT: 42005 - DEAN OF TECHNICAL	27,678.10	4,930.96	18,777.69	100,322.00	53,866.21	53.69
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	13,225.00-	13,225.00-	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	13,225.00	13,225.00	100.00
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	230.93	230.93	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	8,014.20	8,014.20	70,586.39	62,572.19	88.65
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FUND: 22 - RESTRICTED GRANTS	68,659.65	77,568.01	178,310.70	729,380.00	482,409.65	66.14

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FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	0.00	36,000.00	0.00	36,000.00-	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	69,575.00-	975.00	188,549.99-	0.00	258,124.99	0.00
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	5,835.20-	0.00	41.24-	0.00	5,876.44	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	31,825.62	26,549.32	55,153.76	100,000.00	13,020.62	13.02
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FUND: 23 - OTHER RESTRICTED FUNDS	43,584.58-	27,524.32	97,437.47-	100,000.00	241,022.05	241.02



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FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	577.17-	0.00	577.17	0.00
DEPARTMENT: 13305 - ADULT ED - STAFF D	600.00-	0.00	0.00	0.00	600.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	150.00-	25,516.71	45,121.18	342,874.00	297,902.82	86.88
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	0.00	32,022.00	32,022.00	100.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	50,000.00-	50,000.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	4,097.52	10,629.59	50,000.00	39,370.41	78.74
=====						
FUND: 24 - ADULT EDUCATION	750.00-	29,614.23	55,173.60	374,896.00	320,472.40	85.48

10/07/20

Annual Budget Report Ending 09/30/20  
Options - All Statuses

Page: 8

Fiscal Year: 2021

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	133,924.15-	40,843.50	43,607.50	1,237,500.00	1,327,816.65	107.30
=====						
FUND: 61 - CAPITAL OUTLAY	133,924.15-	40,843.50	43,607.50	1,237,500.00	1,327,816.65	107.30

10/07/20

Annual Budget Report Ending 09/30/20  
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Fiscal Year: 2021

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,094.77-	75,380.60	147,095.95	677,774.80	531,773.62	78.46
DEPARTMENT: 94000 - STUDENT CENTER	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	0.00	0.00	1,050.00	15,400.00	14,350.00	93.18
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	1,094.77-	75,380.60	148,145.95	693,174.80	546,123.62	78.79

EXPENSES

10/07/20

Garden City Community College  
 Annual Budget Report Ending 09/30/20  
 Options - All Statuses

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Fiscal Year: 2021

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	1,127.00	1,127.00	0.00	1,127.00-	0.00
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	44,765.20	44,765.20	85,000.00	40,234.80	47.34
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	37,950.28	39,480.50	85,000.00	45,519.50	53.55
DEPARTMENT: 55003 - MEN'S TRACK	0.00	9,965.00	9,965.00	30,000.00	20,035.00	66.78
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	9,545.00	9,545.00	30,000.00	20,455.00	68.18
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	24,550.00	24,550.00	62,500.00	37,950.00	60.72
DEPARTMENT: 55006 - FOOTBALL	0.00	126,185.36	126,929.39	220,000.00	93,070.61	42.30
DEPARTMENT: 55007 - BASEBALL	0.00	33,093.00	33,893.00	69,500.00	35,607.00	51.23
DEPARTMENT: 55008 - VOLLEYBALL	0.00	31,352.00	31,352.00	59,500.00	28,148.00	47.31
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	21,750.00	21,750.00	51,000.00	29,250.00	57.35
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	19,350.00	19,350.00	51,000.00	31,650.00	62.06
DEPARTMENT: 55012 - CHEERLEADING	0.00	11,300.00	11,300.00	15,600.00	4,300.00	27.56
DEPARTMENT: 55014 - RODEO TEAM	0.00	19,500.00	19,500.00	40,000.00	20,500.00	51.25
DEPARTMENT: 55015 - MEN'S GOLF	0.00	9,000.00	9,000.00	20,000.00	11,000.00	55.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	4,750.00	4,750.00	30,900.00	26,150.00	84.63
DEPARTMENT: 55021 - ESPORTS	0.00	11,000.00	11,000.00	7,500.00	3,500.00-	46.66-
DEPARTMENT: 11025 - JOURNALISM	0.00	500.00	500.00	3,978.00	3,478.00	87.43
DEPARTMENT: 11030 - ART	0.00	3,200.00	3,200.00	6,528.00	3,328.00	50.98
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	4,700.00	4,700.00	8,103.00	3,403.00	42.00
DEPARTMENT: 11033 - INST MUSIC	0.00	17,740.00	17,740.00	14,553.00	3,187.00-	21.89-
DEPARTMENT: 11034 - ORCHESTRA	0.00	500.00	500.00	4,000.00	3,500.00	87.50
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	0.00	0.00	5,875.00	5,875.00	100.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	6,750.00	6,750.00	22,736.00	15,986.00	70.31
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	17,560.00	17,560.00	40,000.00	22,440.00	56.10
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	1,507.50	1,987.50	0.00	1,987.50-	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	2,375.00	2,375.00	10,000.00	7,625.00	76.25
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	470,015.34	473,569.59	973,273.00	499,703.41	51.34

Garden City Community College  
9/30/2020

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 1,210,014.12	0.0000%
State Municipal Invest. Pool	\$ 57,653.13	0.0030%
Landmark National Bank	<u>\$ 7,295,650.81</u>	0.1000%
	<u>\$ 8,563,318.06</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	1.1000%	3/12/2020	12/12/2020
		<u>\$ 1,000,000.00</u>			
 Total		 <u><u>\$ 9,563,318.06</u></u>			

**Topic: Approval of the Early Childhood Education Cert A Program**

**Presenter:** Dr. Ryan Ruda

**Background Information:**

Over the past year, the College has been in conversations with Finney County Economic Development about the need for quality training in early childhood care and education to meet the needs gap in regional childcare. The College has also maintained conversations with the Finney County Childcare and Early Learning Network; faculty member Courtney Morris sits on this board. The development and approval of this Early Childhood Certificate is a part of the College’s long-term plan to address training needs in this area.

This Certificate A is a 17-credit-hour short-term foundational training in the basics of high-quality childcare and education and is designed with flexible curriculum and delivery options to meet the needs of a broad population of students. This formalized training will help upskill a trained workforce to fill the local needs gap. This short-term certificate is in-line with trainings offered by other community colleges in Kansas and will prepare students to apply for their Child Development Associate (CDA) certification, a nationally recognized certification. The curriculum could be expanded in future to include additional certificates or an A.A.S. degree. The college has also been in conversation with local school districts 457 and 363 about opportunities for extending portions of this training to high school students.

Some courses in this program are already being offered, and the ability to package them within this institutional credential is proposed to be available to students starting January 2021.

The College’s Curriculum and Instruction Committee approved the Construction Trades Cert A option at their September 10, 2020 meeting. Board approval will result in the College submitting a formal application for program approval to the Kansas Board of Regents.

**Recommended Board Action:**

Approve the Early Childhood Education Certificate A program option.

**October 2020 Monitoring Report**

**Work Preparedness #1**

**Annual  
Page 5**

Students will be prepared for success in the workplace.

1. Students will have the skills and knowledge required for successful entry into the workplace.
2. Students will have discipline and collaborative skills, necessary to be successful in the workplace and have exposure to relevant work ethics.
3. Students will have the skills and knowledge necessary to maintain, advance or change their employment or occupation.

**CEO's Interpretation**

GCCC faculty and staff work to ensure its curriculum is designed to meet the needs of Business and Industry. Each year the National Association of Colleges and Employers (NACE) ranks essential skills and knowledge required for entry into the workforce based on the results of its annual Job Outlook survey. Its 2020 results indicate that critical thinking/problem solving, teamwork/collaboration, professionalism/work ethic, written communications skills are the top-five most sought-after professional skills. Leadership, verbal communication, initiative, attention to detail, and technical skills are in the top ten.

<https://www.naceweb.org/about-us/press/2020/the-top-attributes-employers-want-to-see-on-resumes/>

GCCC is working to build these professional skills via two broad pathways:

- A) through specific, hands-on technical training designed for students entering the workforce directly after their time at GCCC. This training connects students with industry-specific skills in fields such as Nursing, Fire Science, and Animal Science
- B) through general education required of students completing Associate's degrees in Arts, Science, and Applied Science. These general education requirements more often target essential skills such as written and verbal communication, interpersonal communication, collaboration, persuasion, and critical thinking.
  - a. For students completing transfer degree requirements, these general skills are foundational, contributing to degree requirements at the Bachelor's level and eventual success in a career.
  - b. For students pursuing a technical degree, these general skills contribute to their industry-specific skills by increasing their ability to work in teams, communicate effectively, think critically, and develop dynamic and innovative solutions.

**1. Students will have the skills and knowledge required for successful entry into the workforce.**

An essential component as part of a student’s academic preparation is their experience working in real-world situations. Clinical rotations, internships, and lab/shop activities all contribute towards applying classroom knowledge to a student’s potential work field. GCCC faculty develop courses and labs that focus on connecting theory and application, ensuring students obtain this real-world experience.

Technical Education

Examples of hands-on, real-world experiences in technical programs include:

- Clinical rotations at various regional clinics and hospitals
- Internships at Emergency Medical Services located in the region
- State-of-the-art nursing simulation lab on campus
- Internships at John Deere dealerships throughout the Midwest
- Fully functioning meats processing lab on campus
- Real-life cosmetology services area
- On-campus cadaver lab
- On-campus live burn tower
- Internships and job shadowing at local law enforcement agencies

In addition, each technical education program holds an advisory committee meeting each semester. Advisory Committees consist of local and regional industry professionals along with college instructors, high school instructors, college administration, and others. The purpose of the meetings is to provide feedback to the programs on new trends in industry, student successes or concerns, and recommend ways to improve the program to better meet the needs of the community. GCCC continues to focus efforts on these advisory committee meetings to ensure the proper level of feedback is gathered from local and regional stakeholders.

Knowledge and skills required for successful entry into the workforce is also shown in the number of industry credentials earned by students and the pass rates for professional exams over the past year.

**Nursing**

NCLEX-PN pass rate for 2020                      100%

NCLEX-RN pass rate for 2020                      84.21%

**Allied Health**

C.N.A. 92% (Certified Nurse Aide)

C.M.A. 100% (Certified Medication Aide)

H.H.A. 100% (Home Health Aide)

### **Cosmetology**

Written Exam: 95% pass rate (19/20 students)

Practical Exam: 95% pass rate (19/20 students)

### **Welding**

Welding students earned 115 industry recognized credentials.

### **Automotive**

Auto students earned approximately 60 ASE student credentials.

### General Education

The general education curriculum, taken by all students pursuing a two-year degree, is organized around written communication, oral communication, critical thinking, diversity, and social responsibility, major skills groupings that align closely with the professional skills identified by the National Association of Colleges and Employers (NACE).

The college provides evidence that students are developing these essential skills in a separate monitoring report to the Board of Trustees.

## **2. Students will have the work ethic, discipline, and collaborative skills necessary to be successful in the workplace.**

Attendance guidelines for all College courses can be found in the College Catalog:

- Consistent attendance at Garden City Community College is strongly recommended.
- The student is responsible for contacting each of his or her instructors regarding an absence.
- GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the opinion of that instructor.

Based on these guidelines, and within the parameters of the College Attendance Policy, many faculty choose to set their own attendance guidelines in their course syllabi.

There are multiple technical programs which have decided to emphasize attendance and professionalism in their programs by implementing additional consequences for absenteeism and lack of professionalism. For example, the Paramedic program is required by the State of Kansas to require students to attend a minimum of 90% of all class sessions. If a student falls below that mark, they are placed on a student contract outlining a plan to ensure attendance in all class sessions. If they fail to fulfill these obligations, they are removed from the program. Students are also issued uniforms at the onset of the program, and they are required to wear

appropriate attire to all clinical rotations, field internships, as well as during class sessions on campus. Students arriving in unapproved attire may be sent home to change their clothing.

Cosmetology has a minimum number of hours that are required by the Kansas Board of Cosmetology for all students. Instructors in the Cosmetology department use a time clock, which allows students to clock in and clock out to track student attendance and tardiness. Attendance is a portion of each student's grade. If a student has not completed a minimum of 1,500 clock hours, they are required to continue in the program in a seminar setting until they have attained the required number of hours. Students are also required to abide by a strict dress code at all times and are sent home if they come to class out of uniform.

Welding has also implemented a time clock system by which students clock in and out each day just as they would in a work setting. Their timecards are used to track attendance and tardiness as well as included as part of their course grade. Students who arrive late to class receive a zero for the day on their attendance and participation.

Based on feedback from one advisory council, the College implemented a randomized drug testing policy for students in technical education programs. This policy mimics the real-life working environment students will see after college, protects students operating heavy machinery or working closely with fellow students and outside populations, and encourages students to take their studies seriously. Since the implementation of the policy in one program, all technical education programs have adopted it with the support of their individual advisory councils.

Finally, in response to local industry needs, GCCC's curriculum also includes a course called Career Success, which focuses on providing students with the skills they need to enter the workforce confidently and competently. The course highlights skills in the areas of attendance, ambition, appearance, and acceptance. There were approximately 16 sections of this course taught in the past year, and the sections enrolled students from both transfer education and technical education programs.



**3. Students will have the skills and knowledge necessary to maintain, advance, or change their employment or occupation.**

In technical programs the College assesses the success of student job readiness and employment annually through the Carl Perkins Core Indicators. Assessment data indicates 98% of technical students at GCCC are productively engaged after graduation.

**1P1: Placement/Retention:** Measures the percentage of technical students who, after program completion are still enrolled in education; are in advanced training, military service, or a service/volunteer program; or are **placed or retained in employment**.

AY 2019 Performance	AY 2018 Performance
98.16%	96.62%

The state target for this indicator is 75%. GCCC exceeds the state target and has made progress over an annual basis on placement and retention of students.

**2P1: Credential/Certificate Degree Attainment:** Measures the percentage of technical students who receive a higher education credential within one year of program completion.

AY 2019 Performance	AY 2018 Performance
77.7%	90.83%

The state target for this indicator is 70%. GCCC exceeds the state target. The decrease is attributable to several factors including increased retention and persistence towards degree. Students have not completed the certificates versus seeking the degree path. The workplace credential and certificates are not part of all technical programs, however, with increased retention and persistence, students are vying for degrees. Part of the plan and discussion includes building stackable credentials and different level certificates within different programs to assist in credential attainment. Examples include adding certificate options to industrial maintenance and carpentry as a certificate that will impact this indicator.

**October 2020 MONITORING REPORT**

**Agenda No: IV A-2      October 13, 2020**

**EXECUTIVE LIMITATIONS**

**General Executive Constraints**

**#10**

**ANNUAL**

**Page 9**

**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 2020-21 thus far.

Additional steps for a safe and healthy campus have been instituted this year in response to the COVID-19 pandemic. A comprehensive plan for students, employees and community members was developed as well as safety and health protocols and standards implemented in buildings and workspaces. Masks have been mandated in campus buildings as well as protective plexiglass barriers installed in high traffic areas. Maintenance and custodial staff have a daily routine to disinfect and spray buildings, classrooms, and workstations to decrease exposure and spread of COVID.

Instruction has been redesigned to accommodate for multiple modalities of course offerings. Hybrid, Online, face-to-face as well as synchronous and asynchronous instruction through Zoom have been developed or revised to accommodate for continuity of learning.

A partnership with Genesis Health has been established so that all students living in residence halls are tested prior to move-in. Additionally, the partnership has allowed for testing with students and employees when becoming symptomatic, as well as following quarantine status.

Updates have been made and continuously revised on the college webpage to allow for updated information and changes to COVID protocols as well as College updates regarding the pandemic. This site also contains updated case reporting for GCCC for information and transparency purposes.

**Freshman Orientation—**

- Sessions were delivered virtually via Canvas. Information was presented on campus safety protocols, conceal and carry, COVID safety protocols, Title IX, and community resources available through Genesis Behavioral Health. Campus resources such as Disability services, health and wellness, campus closet and counseling services were also presented. The campus safety portion included information regarding how to identify issues on campus, how to report and who to report it 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 regarding safety concerns.

## **Campus Police Department**

In February 2020 & September 2020, 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 (GCCC), 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. 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 August 2020, Chief Dozier presented to some of the student athletes/teams that had arrived on campus for fall classes. Safety issues and campus police services were discussed during the events. This was done in lieu of student orientation.

Chief Dozier has 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.

In August 2020, GCCC tested the Rave Mass Notification System. GCCC 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. Tests should be conducted at the beginning of the Spring & Fall semesters.

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.

GCCC held a fall 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). This committee also discussed COVID-19 & Rave Mass Notification.

## HR

- Free annual biometric screenings are conducted for full-time employees
- Updated the GCCC wellness center to provide an updated facility for employees and students to complete workouts free of charge.
- Offered a new employee benefit through Prudential Insurance for family coverage on medical transports.
- Employees have completed online trainings in FERPA: Confidentiality of Records; Title IX: Roles of Employees; Bloodborne Pathogens.
- Employee Professional Development for Fall 2020 In-service by Southwest Plains Service Center on “Cultural Diversity”. Afternoon session was provided to faculty on English Language Learners.
- Implemented an online training platform through Safe Colleges for mandatory compliance training. Annual training assigned have consisted of:
  - Title IX: Roles of Employees
  - Discrimination Awareness in the Workplace
  - Sexual Harassment: Staff to Staff
  - FERPA: Confidentiality of Records
  - Bloodborne Pathogens
- As part of the onboarding process and new employee orientation, all employees are required to complete the assigned mandatory training through Safe Colleges. As well, policies and procedures are reviewed with all new employees. New employee orientation also consists of an introduction to departments as well as available resources across campus.

## Student Health Services

- 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). April 2020 transferred AED maintenance to Facilities
- 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.
- 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
- October 2020 Free Flu Shots for Students (sponsored by St Catherine Hospital, WKCF, LiveWell FC)
- Partnership with Genesis Family Health-Genesis Mental Health Counselors on campus M-W-F
- Assist Dr. Rosin and Athletic Training with athletic physicals
- MOU with FCHD services to Mobile Testing Site
- 

**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

**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 attending the Heartland summit conference virtually. This conference focuses on dating violence, relationships, Clery and Title IX items. It provides an avenue to engage with other higher education professionals 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.”

Updated the new Title IX regulations into college policy. Updated the Title IX website.

Have implemented Title IX trainings titled “Role of Responsible Employee” and “Guide for Responding” into all new employee orientations on a monthly basis.

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.

## **Incidental Information**

### **October 2020**

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

#### **Maintenance:**

- Implemented and executed disinfecting protocols throughout campus
- Worked on Suites, BBH, Units, West Hall and Apt's. Like remodeling, Carpets, painting, fixtures, and sheetrock.
- Replacing floors in Suits front entry way and bathroom
- Water leak underground in West Hall and BTSC
- Guys replace all belts and filter in all buildings
- Moved offices
- Work orders
- Fixed BBS AC's and add T-stat's on some Apt's
- Replaced water heater in units

#### **Information Technology:**

- Started evaluating and testing moving all documents and shared folders into the Office 365 Azure Cloud.
- Completed the upgrade to the most recent version of Perceptive Content to allow better linkage of electronic documents.
- Helped facilities evaluate door access control to better manage entry and exit into campus facilities.
- Started plans to expand campus security camera coverage into the main quad and walking paths.
- Evaluating a 3rd camera server to provide longer storage of security footage.
- Installed 50 webcams in different labs around campus to allow students to record videos and attend Zoom classes.

#### **Grounds:**

- Mowed
- Began the process of winterizing campus
- Checked control clocks
- Irrigation repair
- Mower maintenance
- Edged
- Irrigation replacement at main quad and east campus

*Board of Trustees Agenda October 13, 2020*

## **Custodial:**

- Disinfecting campus
- Operated electrostatics backpack sprayers/ handheld sprayers
- Implemented and executed disinfecting protocols throughout campus
- Wipes, mask, hand sanitizer stand with wipes
- Floors have been scrubbed and refinished
- Carpets have been shampooed
- Auditorium chairs have been disinfected with electrostatic sprayer
- Installed hand sanitizers.

## **Transportation:**

- Continued long term maintenance/storage of busses and fleet vehicles.
- Sanitized vehicles between use and prepared for possible fall trips.
- Set up Mobile Lab and sanitized for Tyson and Student check-in
- Delivered and set up the Mobile Lab at Tyson Fresh Meats plant for GCCCA classes
- Assisted with Covid-19 mitigation and preparation for fall classes.

## **Human Resources Board Report**

### **New Employees:**

- No new hires to report

### **Transfers:**

- Melody Brooks, Creative Services Coordinator to Director of Media Relations, effective, August 26, 2020
- Cecilia Miller, Print Shop Manager to Social Media & Design Coordinator, effective, September 1, 2020

### **Separations:**

- None to report

### **Open Positions:**

- Student Services Assistant- **In Process/ Repost**
- Public Relations Coordinator
- Industrial Maintenance
- HPER Instructor
- Reading Adjunct Instructor (On-Campus)
- English Adjunct Instructor (On-Campus)
- Life Sciences Adjunct Instructor (On-Campus)



**Online Positions:**

- Music-Online Adjunct Instructor
- Economics/Business- Online Adjunct Instructor
- History General Education- Online Adjunct Instructor

**Projects for the Human Resources Department include:**

- Open Enrollment- MASA
- Draft Employee Handbook is under review with College Council
- Human Resources Webpage
- New Employee Orientation
- Civil Rights Review
- Department Assessment Review Process (Human Resources Operations Manual)
- New Hire Process/ BCBS Checklist
- Safe Colleges- September Training (Title IX, FERPA)
- Safe Colleges October Training (Bloodborne Pathogens)

**Business office and Payroll:**

- September 28, 2020 was the first day of Fall disbursement of financial aid  
Posted to student accounts was:
  - \$46,515 in FSEOG funds
  - \$1,117,688 in Pell funds
  - \$268,608 in Loans
  - \$626,098 in Scholarships
  - \$105,251 in Endowment scholarships
  - \$87,002 in Designated Endowment scholarships386 refund checks were written to students for a total of \$555,238
- Purchase card training
- Worked on gather information for FEMA submission
- Fixed Assets
- Recalculated new health benefit deductions rates and inputted in the payroll system
- Coordinated Open Enrollment on Health Insurance with HR
- Changed health insurance rates for all full-time employees
- Reviewed and paid Fall overloads for faculty.
- Sent out Children's Health Insurance Program Reauthorization Act notices to all employees through Paycom
- Processed payroll for 334 employees for the month of September

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## **Design & Print**

- Completed 253 print/design request
- Daily print/supply request
- Designed 9/11 Memorial digital invitation
- Designed and printed wall canvas for SSS study room
- Designed and printed sign for football study room
- Designed and printed planner for football coaches
- Designed and printed Hispanic Heritage Month flier
- Designed logo for Early Childhood Education
- Designed Genesis appreciation digital invite
- Designed “Thank you” poster for GCCCA (Tyson)
- Vectorized Meat Judging electronic beef ribeye grid
- Designed Admissions handout (Broncbuster cutout)
- Designed outdoor signage for campus
- Designed flags for quad
- Designed and presented PR/Marketing/Creative Services/Printshop handout – new employee orientation
- Completed various course catalog updates
- Designed and ordered pop-up banners for SSS & HALO
- Designed invite and handout for Broncbutser Fitness center
- Designed and printed flyer for Scooter’s office sponsorship meeting
- Monthly business cards and email signatures

## **Social Media**

- Featured:
- Auto program
- Carpentry program
- CAMP program
- Financial Aid
- Weekly episodes of The President’s Desk
- Hispanic Heritage Month
- Be-a-Buster Drive-Thru event
- GCCCA & GCCC Thanked Tyson
- Motivational quotes
- Various student/campus pictures

## Marketing/PR

- Arranged commercial shoot for spring semester mini session
- Researched various digital marketing options (Pandora, Cox Media, Nextar Media)
- Arranged television airing and digital marketing for ag/animals science promotional commercial
- Designed and order promo
- Worked with IT on design of project management software

## Colin Lamb, Vice President for Student Services/Assistant Athletic Director

### Registrar's Office

#### Graduates

Degrees and certificates for our Summer 2020 graduates have been finalized. A total of 60 students received 65 awarded credentials. Below is the breakdown.

DEGREES: Total = 49

o	Associate in Arts (AA):	2
o	Associate in Applied Science (AAS):	3
o	Associate in General Studies (AGS):	13
o	Associate in Science (AS):	31

• CERTIFICATES: Total = 16

o	Animal Science:	
▪	Certificate A	9
▪	Certificate B	3
o	Automotive Technology:	
▪	Certificate C	4

Our office has received a total of 46 Applications for Graduation (as of 10/5/20) for the Fall 2020 semester. We are in the process of completing preliminary degree audits and will notify students and advisors of any discrepancies.

#### Enrollment

Enrollment for the Spring 2021 semester will open on Monday, November 2. Instructional Services has been building the course schedule and we have assisting with editing and finalizing course fee setup.

#### Student Planning/Self-Service

Colleague/Datatel setup for the Student Planning/Self-Service is in the process of being finalized in our production (live) environment. Our advising pilot group has been testing different advising scenarios and providing feedback to the development team. The pilot group will begin working with their advisees this month to plan course enrollment for the Spring 2021 semester. Actual enrollment in spring classes will be completed electronically.

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## **Residential Life**

Housing occupancy is at 362.

Only 7 resident students are actively in isolation.

Only 21 resident students actively in quarantine.

## **CAMP**

CAMP has been completing Annual Performance Report for the grant while we meet with freshman students to monitor their adjustment to college as well as how to prepare for the end of the semester and enrollment next month.

Laptops and graphic calculators have been loaned to students participating in the program as part of the benefits in CAMP.

CAMP also worked on individual evaluations for participants this semester in order to request their scholarship checks.

Recruitment is also going on for next Fall 2021. All high schools in the region serving migrant families have received new information on the CAMP Scholarship Program at GCCC. Among the plans to hold recruitment events are individual or group Zoom meetings with interested seniors and their families.

## **Student Support Services**

GCCC TRIO Student Support Services had a FAFSA Completion Workshop on October 5 at 12:30 for our participants. We are also planning for a midterm grade celebration on October 21, Tutor.com webinar on November 6, and a mental health workshop on November 18. We have 152 participants in the program out of 200 that we need for the academic year. August 31, 2021 is the recruiting deadline. We started at approximately 100 students at the beginning of the grant year which was September 1.