

November 15, 2022

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, November 15, 2022**. The meeting will be held in the Endowment Room of the Beth Tedrow Student Center, Garden City Community College Campus and by zoom. Please Join from a PC, Mac, iPad, iPhone, or Android device: <https://gcccks-edu.zoom.us/j/97265945926>

Meeting ID: 972 6594 5926

One tap mobile
+19712471195,,97265945926# US (Portland)
+12063379723,,97265945926# US (Seattle)

For **PUBLIC COMMENTS** please contact Jodie Tewell, jodie.tewell@gcccks.edu by 5:00 pm CST Tuesday, November 15, 2022.

5:00 PM Dinner in the **Broncbuster Room**

6:00 PM Regular board meeting called to order in the Logan Aviation Endowment Room located in the BTSC building.

AGENDA

- I. CALL TO ORDER:**
 - A. Comments from the Chair
 - B. Report from SGA.....pg 74
 - C. Introduction of new employees

- II. CONSENT AGENDA Action**
 - A. Approval of minutes from previous meetings (10/18, 11/3, and11/7/22) pg 4
 - B. Approval of personnel actions-Human Resources pg 14
 - B-1 Human Resources Report pg 15
 - B-2 Adjunct/Outreach Contracts pg 16
 - C. Financial informationpg 19
 - C-1 Monthly Summary Published Funds Operating Revenues and Expenses pg 20
 - C-2 Checks processed in excess of \$50,000 pg 21
 - C-3 Revenues pg 22
 - C-4 Expenses pg 24
 - C-5 Cash in Bank pg 35

D. Computer Support Specialist Program Approval pg 37
 E. Robotics Program Approvalpg 56

III. CONFIRMATION OF MONITORING REPORTS:

A. Monitoring Reports and ENDS **Consensus Approval**
 B. Review Monitoring Report
 B-1 Annual, Work Preparedness (page 6) pg 69

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 pg 70
- D. Report from FCEDC
- E. Report from KACCT
- F. Report from Faculty Senate

IV. OWNERSHIP LINKAGE

V. EXECUTIVE SESSION

VI. ADJOURNMENT

Upcoming Calendar Dates:

- 16-Nov Chamber Breakfast - Baron's Steakhouse 7:30 am
 Women's Basketball vs Barton Community College Basketball Social 5:30 pm
 Men's Basketball vs Barton Community College, Basketball Social 7:30 pm
- 21-Nov Men's Basketball vs Sterling College JV 7:00 pm
 Thanksgiving Break - Campus Closed November 21-25
- 22-Nov Women's Volleyball vs Barton Community College 5:30 pm
- 24-Nov Women's Volleyball vs Hutchinson Community College 6:00 pm
- 26-Nov Women's Basketball vs Independence Community College 2:00 pm
 Men's Basketball vs Independence Community College 4:00 pm
- 29-Nov Jazz Band and Small Ensemble, Fine Arts Auditorium 7:00 pm
- 1-Dec Band/Orchestra Concert, Fine Arts Auditorium 7:00 pm
- 3-Dec Women's Basketball vs Dodge City Community College, Basketball Social 2:00 pm
 Men's Basketball vs Dodge City Community College, Basketball Social 4:00 pm
- 4-Dec Choral Vespers, Fine Arts Auditorium 3:00 pm
- 10-Dec Women's Basketball vs Northwest Kansas Technical College 2:00 pm
 Men's Basketball vs Northwest Kansas Technical College 4:00 pm

- 12-Dec Women's Basketball vs Cowley County Community College 5:30 pm
Men's Basketball vs Cowley County Community College 7:30 pm
- 13-Dec December Board of Trustees Meeting; Endowment 5:00 Dinner/6:00 Meeting
- 15-Dec Community Christmas Party, Logan Aviation Endowment Room, 5:00 pm
- 16-Dec Special Board Meeting, Kent Scott Conference Room, 7:30 am
- 19-Dec Christmas Break - Campus Closed December 19- January 2, 2023
- 21-Dec Chamber Breakfast - Baron's Steakhouse 7:30 am

2022 - 23 ADVISORY BOARDS

IMMP-	9/28/2022	11:30am to 1:30pm-	Endowment Room-	-
DPS	9/29/2022	11:30am to 1:30pm-	Endowment Room-	David Rupp
Carpentry	10/6/2022	6pm to 7pm-	JCVT 1302	Leonard Hitz
Computer Science	10/7/2022	11:30 am - 1:00 pm	JCVT 1302	Beth Tedrow
Robotics-	10/13/2022	11:30 am - 1:00 pm	JCVT 1302	David Rupp
COSMO	10/17/2022	12pm to 1pm	PENKA Building	Merilyn Douglass
AUTO	10/19/2022	11:30 am to 1:30 pm	Kinney Room-	Shanda Smith-
Nursing-	10/20/2022	3:00pm to 4:30 pm	PENKA 1103	Merilyn Douglass
Allied Health-	10/27/2022	12pm to 1pm-	PENKA 1003	Merilyn Douglass
Early Childhood Education	10/28/2022	11:30 am - 1:30 pm	Kinney Room-	Beth Tedrow
JDAT-	11/1/2022	11:30 am - 1:30 pm	JCVT 1302	Leonard Hitz
AG	11/16/2022	5:30pm to 7:30pm	JCVT 1302	Leonard Hitz
Crop Production	12/5/2022	11:30 am - 1:30 pm	Endowment Room	David Rupp
Welding	12/8/2022	11:30 am - 1:00 pm	Welding Shop	Bob Larson
Carpentry	Tentatively 12/08/2022	TBD	TBD	Leonard Hitz

Dr. Ryan Ruda
President

Dr. Merilyn Douglass
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

**GARDEN CITY
COMMUNITY COLLEGE
October 18, 2022**

Trustees Present: Leonard Hitz, Dr. Merilyn Douglass, Beth Tedrow, David Rupp, Bob Larson, Shanda Smith

Others Present: Dr. Ryan Ruda, President
Karla Armstrong, Vice President
Marc Malone, Vice President
Madilyn Limberg, Assistant Director of Marketing and PR
Meghan Flynn, Reporter Garden City Telegram
Jodie Tewell, Executive Assistant to the President
Matt Stockemer, Web and Systems Administrator
David Larson, Software Specialist
Veronica Goosey, Associate Professor of English, Faculty
Senate President
Mason Osborne, Campus Police
Sarah McNeil, Assistant Professor of Anatomy and
Physiology
Allison Sandoval, SGA Representative
Brittany Clark, Student Activities Director
Daisy Saavedra, SSS – Data Manager Coordinator
Kimberly Vanley, Penka Building Secretary
Bret Haire, Automotive Associate Professor

CALL TO ORDER:

Chair Douglass called the board meeting to order at 6:00 pm.

COMMENTS FROM THE CHAIR:

The Board took a moment of silence to honor Kathy Winter, who passed away yesterday. She gave 39 years of service to Saffell Library. This year's Fiesta

Queen is GCCC student Heidy Aguilar. Congratulations to the Meat Judging Team champions of the 2022 Beef Empire days. The rodeo Team finished top 5.

Dates to remember: November 7-8 HLC Site Visit
November 8 is Election Day

B. Report for SGA

President of SGA reported on the Oct 21 Halloween Fest in Transit Building, the October 26 red flag campaign, the November 1 food drive, and the November 10 bonfire at the last home game.

C. New Employees

Daisy Saavedra, SSS – Data Manager Coordinator
Kimberly Vanley, Penka Building Secretary
Sara McNeil, Assistant Professor for Anatomy and Physiology

EXECUTIVE SESSION

No Executive Session

III. CONSENT AGENDA

Chair Douglass requested to pull Item D.

Move to approve to accept the consent agenda Items A, B, C, and E.

Motion: Beth Tedrow

Second: David Rupp

Ayes: Hitz, Smith, Tedrow, Douglass, Rupp, Larson

Nays: None

Motion Carried: 6-0

(A) Approval of minutes of previous meetings
(Supporting documents filed with official minutes)

(B) Approval of personnel actions-Human Resources
(Supporting documents filed with official minutes)

(C) Approval of Financial information
(Supporting documents filed with official minutes)

(D) Naming Rights

Until this semester, there was no formal policy regarding naming rights for rooms/buildings. We have adopted and approved a naming rights policy through College Council. Dr. Asel Harder was nominated for naming rights. Two weekends ago, we had the privilege to meet with him and his family for his 97th birthday. He talked a lot about the college itself in the formative stages. College Council has approved this request, and their recommendation to the Board is to name the Academic Lecture Hall in honor of Dr. Asel "Ace" Harder. If approved, a plaque will be placed on both sides of the Lecture Hall with his picture and biography.

Move the approval to name the Academic Lecture Hall after Dr. Asel "Ace" Harder for distinguished service to GCCC, following the college policy.

Motion: Marilyn Douglass

Second: Bob Larson

Ayes: Hitz, Smith, Tedrow, Douglass, Rupp, Larson

Nays: None

Motion Carried: 6 -0

E. Community college Property Management Policy
(Supporting documents filed with official minutes)

III. CONFIRMATION OF MONITORING REPORTS:

A. Monitoring Reports and ENDS

A-1 Work Preparedness

Students will be prepared in the workplace. The trustees reviewed the report. The trustees are proud of the cadaver lab and how the instructors are student focused. Dr. Malone gave an overview of data on pages 42 and 43.

The Board accepted the report as presented.

A-2 Executive Constraints

Page 44 – The president shall not fail to ensure a safe and healthy environment on campus. Trustees reviewed the reports for various departments on campus. Page 47 – Chief Dozier recommends that every leader in each building take at least one hour to discuss safety. There was a discussion on making this mandatory. The Trustees decided to continue strongly recommending the discussion to occur in each department.

Rave testing this semester passed at 100%.

The trustees appreciated having athletics highlighted.

The Board accepts the report as presented.

B. Review Monitoring Reports

B-1 Workforce Development

Page 9 – Workforce development will be responsive to community economic development and employer needs. The trustees discussed the language of the report.

B-2 Board Job Descriptions

#6. The Board shall monitor the outcomes and professional conduct of organizations associated with GCCC – Endowment and BAA. If there is specific information needed, Trustee Smith and Trustee Rupp will gather the information and bring it back to the Board.

V. OTHER

A. Open comments from the public

No public comments

B. President's Report

Dream First Bank gave a \$25,000 donation through tax credits. KCB bank provided an \$85,000 tax credit donation. This past month the music department held the 3rd annual KMEA day. Over 500 choir, band, and orchestra students were on campus from regional high schools. KBOR recognized Garden City Career Connection Academy for its partnership with Tyson Foods. This past semester we had a goal of a 2% increase in enrollment. As of this morning, we are at a 2½ % increase. This past week our Financial Aid department received the cohort default rate for students who take out loans, and their standing came in at 2.4%.

On November 5, we will host the Hero in Me event, honoring Dan Day. This is a fundraising event. There will be a dinner and fundraising for the family and setting up scholarships in his name.

We will be unveiling and taking forward in November an Endowed Scholarship initiative. The premise is to increase and grow the number of endowed scholarships we have.

C. Auto Program Review:

Brett Haire presented the auto program information. Auto has booming enrollment numbers that are upwards of 50 students. Brett shared several dreams that he has for the auto program. The trustees commended Brett on the report.

D. Strategic Plan update

Marc presented the 2021 -22 Strategic Plan. Pages 3-16 are active initiatives; anything on the following pages is completed. There has been a tremendous amount of work at the institution.

KPI report: We are on the 3rd cycle of data and can compare more data. Marc Malone discussed the data shown in the report. The Board will receive this every October.

E. Incidental Information

The Board accepted incidentals as presented.

F. Report from FCEDC

Trustee Rupp reported on recent meetings. (Supporting documents filed with official minutes)

G. Report from KACCT

Trustee Beth Tedrow reported that Heather was on campus for the Legislative Lunch. One of the holdups on the Promise Act is that the Board of Regents wants to forget about community colleges. If you have any questions, feel free to call Heather. Meet again December 2-3 in Coffeyville, KS.

H. Report from Faculty Senate

Veronica Goosey has been working on the Ethics Policy. They have drafted a recommendation for the student handbook. This is an ongoing discussion and has been sent to C&I. Faculty Senate has approved professional requests and offered the NISOD conference to all faculty. Faculty will get professional development credit.

V. Ownership Linkage

Trustee Hitz discussed the November 10 Marine Event. Lieutenant Colonel Darling will present his story.

Trustee Rupp attended two advisory meetings. New courses are in the works; they had a rep from Liberal Fire Department. This was the Robotics initial meeting.

Chair Douglass attended the Cosmo advisory meeting. She discussed the growth of the program and potential partnerships.

Trustee Tedrow attended the Computer Science meeting. The Advisory Board discussed courses for improving computer science.

Trustee Smith attended the IMMP advisory committee. Overall, very positive, with good growth. Businesses are happy and have more equipment requests. They are working on outreach directly with students and counselors. Empirical was working on a video. Good ideas for improvement.

Chair Douglass had Trustees fill out the monthly assessment and she reported on last month's discussion.

VI. Adjournment

The meeting adjourned at 7:52 pm.

Jodie Tewell
Deputy Clerk

Dr. Ryan Ruda
President

Dr. Merylyn Douglass
Chairman of the Board

*Meeting of Trustees
October 13, 2022*

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

Thursday, November 3, 2022

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

Others Present: Dr. Ryan Ruda, Scott Kedrowski, Former Trustees and Spouses, Garden City High School Orchestra members.

The Board of Trustees met for special session at 6:00 pm on Thursday, November 3, 2022, in the Logan Aviation Endowment Room.

CALL TO ORDER:

The meeting was called to order at 6:00 pm.

Board of Trustees Appreciation Dinner

The Board of Trustees met with former Trustees and their Spouses for dinner in the Logan Aviation Endowment Room. Dr. Ruda presented information on the past year's campus successes, including new building projects and student successes.

ADJOURNMENT:

Meeting adjourned at 8:30 pm.

Jodie Tewell
Deputy Clerk

Dr. Ryan Ruda
Secretary

Dr. Marilyn Douglass
Chair of the Board

*Meeting of Trustees
November 3, 2022*

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

Monday, November 7, 2022

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

Others Present: Higher Learning Commission Peer Review Team

The Board of Trustees met for special session at 5:00 pm on Monday, November 7, 2022, in the BTSC Logan Aviation Endowment Room.

CALL TO ORDER:

The meeting was called to order at 5:00 pm.

HLC Special Session with GCCC Board of Trustees

The Board of Trustees met with the HLC Peer Review team regarding accreditation.

No action was taken.

ADJOURNMENT:

Meeting adjourned at 7:00 pm.

Jodie Tewell
Deputy Clerk

Dr. Ryan Ruda
Secretary

Dr. Marilyn Douglass
Chair of the Board

*Meeting of Trustees
November 7, 2022*

Agenda No: II -B

Date: November 15, 2022

**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:



November 9, 2022

To: Board of Trustees

From: Tricia Sayre, Human Resources Assistant

New Hires:

Jeffery Mitchell, Executive Director of Endowment Association, Effective October 17, 2022.

Stephanie DeLoach, Apprenticeship Coordinator and Assistant to Instructional Services, effective November 1, 2022.

Antonio “La Mar” Turner, Campus Safety Officer, effective November 7, 2022.

Internal Transfers:

None

Resignations/Separations/ Retirement:

Bryce Deeringer, 2nd Assistant Soccer/Residential Life Coach, effective, November 1, 2022.

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 11/15/2022)**

INSTRUCTOR	CLASS	AMOUNT
Adams, Karen	Substance Abuse HPER-107-50 - 3.00 Credit hour(s) 3.00 credit hour(s) X \$700.00 = \$2100.00 10/10/2022 - 12/08/2022 11-00-0000-11070-5260	\$ 2,100.00
Arandia, Mark	Intro to Philosophy PHIL-101-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$700.00 = \$2100.00 10/10/2022 - 12/08/2022 11-00-0000-11023-5260	\$ 2,100.00
Bradway, Roxanna	Health Education HPER-106-50/55- 3.00 credit hour(s) 3.00 credit hour(s) X \$700.00 = \$2100.00 10/10/2022 - 12/08/2022 11-00-0000-11070-5260	\$ 2,100.00
Burrus, Cynthia	Intro to Computer Concepts & Appl CSCI-110-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$700.00 = \$2100.00 10/10/2022 - 12/08/2022 12-00-0000-12012-5260	\$ 2,100.00
Davis, Troy	EVOC CRIM-142-90 - 1.00 credit hour(s) 1.00 credit hour(s) X \$700.00 = \$700.00 10/22/2022 - 10/29/2022 12-00-0000-12240-5260	\$ 700.00
Estes, Brittany	English II ENGL-102-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$700.00 = \$2100.00 10/10/2022 - 12/08/2022 11-00-0000-11021-5260	\$ 2,100.00
Fairbanks, Johnathan	Introduction to Philosophy PHIL-101-91 - 3.00 credit hour(s) 3/8 of 3.00 credit hour(s) X \$700.00 = \$787.50 10/10/2022 - 12/08/2022 11-00-0000-11023-5260	\$ 787.50
Heaton, Tyrell	World Geography GEOG-101-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$700.00 = \$2100.00 10/10/2022 - 12/08/2022 11-00-0000-11060-5260	\$ 2,100.00
Hunter, Lauren	Introduction to Business BSAD-101-52 - 3.00 credit hour(s) 3.00 credit hour(s) X \$700.00 = \$2100.00 10/10/2022 - 12/08/2022 11-00-0000-11010-5260	\$ 2,100.00

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT/OUTREACH FACULTY CONTRACTS
 (Presented to Board of Trustees for Approval 11/15/2022)**

Lilburn, John	Technical Rescue I FIRE-103-90 - 2.00 credit hour(s) 2.00 credit hour(s) X \$700.00 = \$1400.00/2 = \$700.00 10/10/2022 - 12/08/2022 12-00-0000-12241-5260	\$ 700.00
Moore, Jeremy	Technical Rescue I FIRE-103-90 - 2.00 credit hour(s) 2.00 credit hour(s) X \$700.00 = \$1400.00/2 = \$700.00 10/10/2022 - 12/08/2022 12-00-0000-12241-5260	\$ 700.00
Ochs,Edward	Intermediate Rappelling CRIM-151-90 - 1.00 credit hour(s) 1.00 credit hour(s) X \$700.00 = \$700.00 10/29/2022 - 11/04/2022 12-00-0000-12240-5260	\$ 700.00
Prewitt, Robert	Women on Target CRMJ-315-01 - NON-CREDIT - 5 hours 5.00 hour(s) @ \$35.00 = \$175.00 11/5/2022 14-00-8033-31000-5270	\$ 175.00
Pringle, Nisaphan	Personal Finance BSAD-130-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$700.00 = \$2100.00 10/10/2022 - 12/08/2022 11-00-0000-11010-5260	\$ 2,100.00
Reyes, Vicky	College Success PCDE-101-51 - 1.00 credit hour(s) 1.00 credit hour(s) X \$700.00 = \$700.00 10/10/2022 - 12/08/2022 11-00-0000-11083-5260	\$ 700.00
Reyes, Vicky	College Success PCDE-101-53 - 1.00 credit hour(s) 1.00 credit hour(s) X \$700.00 = \$700.00 10/10/2022 - 12/08/2022 11-00-0000-11083-5260	\$ 700.00
Ritter, Stacy	Music History and Appreciation MUSC-108-51/56 - 3.00 credit hour(s) 3.00 credit hour(s) X \$700.00 = \$2100.00 10/10/2022 - 12/08/2022 11-00-0000-11020-5260	\$ 2,100.00
Tangumonkem, Eric	Physical Geology Lecture PHSC-2053-50 - 3.00 credit hour(s) 3.00 credit hour(s) x \$700.00 = \$2100.00 10/10/2022 - 12/08/2022 11-00-0000-11040-5260	\$ 2,100.00

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT/OUTREACH FACULTY CONTRACTS
 (Presented to Board of Trustees for Approval 11/15/2022)**

Thomeczek, Elizabeth	Intermediate Algebra MATH-107-52 - 3.00 credit hour(s) 3.00 credit hour(s) X \$700.00 = \$2100.00 10/10/2022 - 12/08/2022 11-00-0000-11050-5260	\$ 2,100.00
Weeks, Ben	Beginning Rappelling CRIM-150-90 - 1.00 credit hour(s) 1.00 credit hour(s) X \$700.00 = \$700.00 10/01/2022 - 10/07/2022 12-00-0000-12240-5260	\$ 700.00
Weeks, Ben	Women on Target CRMJ-315-01 - NON-CREDIT - 10 hours 10.00 hour(s) @ \$35.00 = \$350.00 11/5/2022 14-00-8033-31000-5270	\$ 350.00
Wenzel, Leslie	College Algebra MATH-108-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$700.00 = \$2100.00 10/10/2022 - 12/08/2022 11-00-0000-11050-5260	\$ 2,100.00
West, Virga	PCDE-101-44A - 1.00 credit hour(s) 1.00 credit hour(s) X \$700.00 = \$700.00 10/10/2022 - 12/08/2022 11-00-0000-11083-5260	\$ 700.00
Whitehill, Judy	Sociology of Families SOCI-113-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$700.00 = \$2100.00 10/10/2022 - 12/08/2022 11-00-0000-11060-5260	\$ 2,100.00
Woolever, Sharon	Medical Terminology EMIC-104-55 - 3 credit hour(s) 3.00 credit hour(s) X \$700.00 = \$2100.00 10/10/2022 - 12/08/2022 12-00-0000-12202-5260	\$ 2,100.00
Woolever, Sharon	College Success PCDE-101-54 - 1.00 credit hour(s) 1.00 credit hour(s) X \$700.00 = \$700.00 10/10/2022 - 12/08/2022 11-00-0000-11083-5260	\$ 700.00

Total: \$ 37,012.50

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

10/31/22 - 33.3% of the year

Published Funds Operating Revenues and Expenses

	Budget FY23			Difference from prior year	FY22		
	Adopted Working Budget	YTD Rev/Exp with encumbrances	YTD % of Budget		Adopted Working Budget	YTD Rev/Exp with encumbrances	YTD % of Budget
Revenues							
Fund 11 - General Fund	\$ 20,062,008	\$ 3,970,874	19.79%	-1.44%	\$ 17,624,740	\$ 3,742,062	21.23%
Fund 12 - PTE	\$ 3,129,412	\$ 1,165,226	37.23%	0.69%	\$ 2,914,162	\$ 1,065,000	36.55%
Fund 16 - Auxillary	\$ 3,327,811	\$ 1,732,124	52.05%	2.90%	\$ 3,325,910	\$ 1,634,596	49.15%
Fund 61 - Capital Outlay	\$ 1,931,076	\$ 44,466	2.30%	-0.27%	\$ 1,694,075	\$ 43,554	2.57%
TOTAL	\$ 28,450,307	\$ 6,912,690	24.30%	-1.08%	\$ 25,558,887	\$ 6,485,212	25.37%
Expenses							
Fund 11 - General Fund	\$ 20,062,008	\$ 5,486,153	27.35%	-3.78%	\$ 17,624,740	\$ 5,486,153	31.13%
Fund 12 - PTE	\$ 3,129,412	\$ 769,114	24.58%	-1.82%	\$ 2,914,162	\$ 769,114	26.39%
Fund 16 - Auxillary	\$ 3,327,811	\$ 891,667	26.79%	-0.02%	\$ 3,325,910	\$ 891,667	26.81%
Fund 61 - Capital Outlay	\$ 1,931,076	\$ 6,002	0.31%	-0.04%	\$ 1,694,075	\$ 6,002	0.35%
TOTAL	\$ 28,450,307	\$ 7,152,936	25.14%	-2.84%	\$ 25,558,887	\$ 7,152,936	27.99%

kja

11.10.22

We havent closed the year - so the totals include past year encumbered expenses.

CHECKS PROCESSED FOR MONTH OF OCTOBER 2022

Purchases over \$150,000.00 requiring Board Approval

- Check #288632 for \$463,988.35 to Security Bank of Kansas City for Principal Payment COP and Interest. Approved at the 4.13.2021 and 6.8.2021 Board meetings.
- Check #288817 for \$123,565.00 to Dick Construction Inc for STEM Success Center and Transportation Building. Approved at the 4.25.2022 Board meeting.
- Check #288849 for \$259,067.00 to Dick Construction for Transportation Building. Approved at the 8.26.2021 Board meeting,

Purchases \$50,000 to \$149,999.00 not requiring Board Approval

- Check #288585 for \$84,594.80 to City of Garden City for monthly City Utilities
- Check #288589 for \$111,439.51 to Commerce Bank Commercial Cards for monthly purchase cards
- Check #288592 for \$56,549.75 to Ellucian Co for off site consulting, Project Management, Subscription Licensed Software, & SaaS Transition
- Check #288606 for \$92,987.16 to Great Western Dining for monthly board
- Check #288700 to Ellucian Co for Professional Services, Ellucian Payment Center, Ellucian Experience
- Check #288736 for \$66,250.00 to TouchNet Information Systems for Annual Subscription
- Check #288794 for \$149,036.26 to Blu Cross-Blue Shield for monthly Premiums
- Check #E102412 to KPERS for \$66,420.70 for employee contributions October 2022

Fiscal Year: 2023

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	693.00	206,374.00-	550,000.00-	343,626.00-	62.48
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	1,145.00	131,138.00-	350,000.00-	218,862.00-	62.53
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	0.00	0.00	4,506.00-	4,506.00-	100.00
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	2,293.37	318,149.44-	934,915.00-	616,765.56-	65.97
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	5,028.16	618.10	160,000.00	159,381.90	99.61
11-00-0000-00000-4012 TUITION FINNEY CO	0.00	1,098.00-	527,955.00-	1,014,630.00-	486,675.00-	47.97
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	0.00	82,800.00-	206,082.00-	123,282.00-	59.82
11-00-0000-00000-4014 TUITION BORDER STA	0.00	231.00	117,496.00-	322,288.00-	204,792.00-	63.54
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	4,102.00	140,660.00-	530,799.00-	390,139.00-	73.50
11-00-0000-00000-4016 NO SHOW FEE : GENE	0.00	1,050.00-	3,500.00-	14,515.00-	11,015.00-	75.89
11-00-0000-00000-4020 INTERNATIONAL FEE	0.00	450.00-	2,100.00-	15,230.00-	13,130.00-	86.21
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	8,967.00	363,255.00-	1,057,000.00-	693,745.00-	65.63
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	1,500.00-	10,860.00-	25,000.00-	14,140.00-	56.56
11-00-0000-00000-4512 VENDING MACHINES :	0.00	183.83-	996.34-	0.00	996.34	0.00
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	973,063.00-	1,946,126.00-	973,063.00-	50.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	10,046.83-	373,421.48-	13,245,441.00-	12,872,019.52-	97.18
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	112,668.73-	550,163.01-	955,000.00-	404,836.99-	42.39
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	1,337.20-	7,374.08-	15,562.00-	8,187.92-	52.61
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	21,518.96-	59,468.01-	216,050.00-	156,581.99-	72.47
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	200,000.00-	200,000.00-	100.00
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	11,226.80-	15,000.00-	3,773.20-	25.15
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	5.46-	884.61-	15,000.00-	14,115.39-	94.10
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	5,478.24-	19,046.30-	100,000.00-	80,953.70-	80.95
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	0.00	200,000.00	200,000.00	100.00
11-00-0000-00000-4817 NEIGH REV T : GENER	0.00	194.21	1,977.72	50,000.00	48,022.28	96.04
11-00-0000-00000-4902 INTEREST INCOME :	0.00	6,722.87-	33,975.41-	60,000.00-	26,024.59-	43.37
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	0.00	50,000.00-	50,000.00-	100.00
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	26,260.00-	40,000.00-	13,740.00-	34.35
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	4,700.21-	10,534.60-	60,000.00-	49,465.40-	82.44
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	456.46-	2,768.62-	0.00	2,768.62	0.00
11-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	2,000,000.00	2,000,000.00	100.00
11-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	470,854.00-	470,854.00-	100.00
11-00-0000-55026-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	8,010.00-	8,010.00-	100.00
11-00-6011-50004-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	50,000.00-	50,000.00-	100.00
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Totals for FUND: 11 - GENERAL	0.00	144,563.05-	3,970,873.88-	20,062,008.00-	16,091,134.12-	80.21
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12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	782.00	39,224.00-	107,260.00-	68,036.00-	63.43
12-00-0000-00000-4022 WORKFORCE SEMINAR	0.00	0.00	6,400.00-	0.00	6,400.00	0.00
12-00-0000-00000-4401 SALES & SERV OF ED	0.00	0.00	0.00	7,000.00-	7,000.00-	100.00
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	529,431.00-	1,058,862.00-	529,431.00-	50.00
12-00-0000-00000-4603 STATE PMT FOR TUIT	0.00	590,171.00-	590,171.00-	650,000.00-	59,829.00-	9.20
12-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	0.00	30,000.00-	30,000.00-	100.00
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,269,340.00-	1,269,340.00-	100.00
12-00-0000-12280-4907 MISCELLANEOUS INCO	0.00	0.00	0.00	6,950.00-	6,950.00-	100.00
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Totals for FUND: 12 - PTE FUND	0.00	589,389.00-	1,165,226.00-	3,129,412.00-	1,964,186.00-	62.77
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16-00-5008-00000-4401 SALES & SERV OF ED	0.00	492.00-	6,957.00-	11,900.00-	4,943.00-	41.54
16-00-5008-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	26,342.00-	26,342.00-	100.00
16-00-5011-00000-4009 S U FEES : GENERAL	0.00	452.27	62,413.78-	140,000.00-	77,586.22-	55.42
16-00-5011-00000-4011 MISC STUDENT BILL	0.00	3,446.99	5,581.36-	200,000.00	205,581.36	102.79
16-00-5011-00000-4501 BUILDING/ROOM RENT	0.00	15,800.00-	62,200.00-	100,000.00-	37,800.00-	37.80
16-00-5011-00000-4503 S U DORM BOARD & R	0.00	3,220.12	1,327,513.78-	2,600,000.00-	1,272,486.22-	48.94

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	910.00-	6,000.00-	5,090.00-	84.83
16-00-5011-00000-4508	RESERVATION FEE :	0.00	150.00-	32,625.00-	50,000.00-	17,375.00-	34.75
16-00-5011-00000-4511	CATER & BOOKSTORE	0.00	1,742.36-	1,742.36-	20,000.00-	18,257.64-	91.29
16-00-5011-00000-4512	VENDING MACHINES :	0.00	85.07-	686.60-	5,000.00-	4,313.40-	86.27
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	73.40-	108.83-	1,000.00-	891.17-	89.12
16-00-5011-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	24,040.00	24,040.00	100.00
16-00-5012-00000-4401	SALES & SERV OF ED	0.00	2,950.12-	4,384.41-	21,000.00-	16,615.59-	79.12
16-00-5012-00000-4504	COSMETOLOGY FEES :	0.00	0.00	70,605.00-	114,775.00-	44,170.00-	38.48
16-00-5012-00000-4907	MISCELLANEOUS INCO	0.00	690.15-	804.75-	1,000.00-	195.25-	19.53
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	552.81	83,660.71-	190,000.00-	106,339.29-	55.97
16-00-5100-00000-4520	SALES - NEW TEXTBO	0.00	3,598.09-	30,419.97-	60,000.00-	29,580.03-	49.30
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	1,000.00-	1,000.00-	100.00
16-00-5100-00000-4525	SALES - SUPPLIES :	0.00	91.59-	1,001.90-	10,000.00-	8,998.10-	89.98
16-00-5100-00000-4526	SALES - CLOTHING :	0.00	11,716.54-	34,481.25-	33,000.00-	1,481.25	4.48-
16-00-5100-00000-4527	SALES - GIFTS : GE	0.00	1,754.72-	6,027.11-	10,000.00-	3,972.89-	39.73
16-00-5100-00000-4528	SALES - FOOD : GEN	0.00	0.00	0.00	100.00-	100.00-	100.00
16-00-5100-00000-4529	SALES - SUNDRIES/M	0.00	0.00	0.00	20.00-	20.00-	100.00
16-00-5100-00000-4530	RENTAL FEES - CALC	0.00	0.00	0.00	500.00-	500.00-	100.00
16-00-5100-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	121,030.00-	121,030.00-	100.00
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Totals for FUND: 16 - AUXILIARY ENTITI		0.00	31,471.85-	1,732,123.81-	3,327,811.00-	1,595,687.19-	47.95
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61-00-0000-00000-4803	AD VALOREM PROPERT	0.00	428.25-	15,863.45-	474,925.00-	459,061.55-	96.66
61-00-0000-00000-4805	MOTOR VEHICLE PROP	0.00	4,967.95-	24,258.33-	0.00	24,258.33	0.00
61-00-0000-00000-4806	RECREATIONAL VEHIC	0.00	58.95-	325.17-	0.00	325.17	0.00
61-00-0000-00000-4807	DELINQUENT TAX : G	0.00	966.59-	2,724.84-	0.00	2,724.84	0.00
61-00-0000-00000-4809	RENTAL EXCISE TAX	0.00	0.00	495.02-	0.00	495.02	0.00
61-00-0000-00000-4810	16/20 M TAX : GENE	0.00	0.27-	43.38-	0.00	43.38	0.00
61-00-0000-00000-4814	COMMERCIAL VEHICLE	0.00	241.54-	764.33-	0.00	764.33	0.00
61-00-0000-00000-4817	NEIGH REVT : GENER	0.00	8.25	8.25	0.00	8.25-	0.00
61-00-0000-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	728,075.00-	728,075.00-	100.00
61-00-7018-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	256,865.00-	256,865.00-	100.00
61-00-7026-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	471,211.00-	471,211.00-	100.00
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Totals for FUND: 61 - CAPITAL OUTLAY		0.00	6,655.30-	44,466.27-	1,931,076.00-	1,886,609.73-	97.70
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Totals for BUDGET.OFFICER: Unassigned		0.00	772,079.20-	6,912,689.96-	28,450,307.00-	21,537,617.04-	75.70

EXPENSES

Fiscal Year: 2023

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	1,065.42	4,586.44	0.00	4,586.44-	0.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	26,234.78	99,280.89	231,174.00	131,893.11	57.05
DEPARTMENT: 11020 - HUMANITIES	0.00	4,444.90	29,065.18	0.00	29,065.18-	0.00
DEPARTMENT: 11021 - ENGLISH	51.48	43,482.57	173,141.84	459,210.00	286,016.68	62.28
DEPARTMENT: 11022 - SPEECH	0.00	19,587.19	81,168.73	140,373.00	59,204.27	42.18
DEPARTMENT: 11023 - PHILOSOPHY	0.00	1,507.10	4,521.30	0.00	4,521.30-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	1,006.13	12,237.26	11,400.00	837.26-	7.33-
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	400.00	400.00	100.00
DEPARTMENT: 11030 - ART	1,059.26	18,046.38	63,464.17	190,083.00	125,559.57	66.06
DEPARTMENT: 11031 - DRAMA	0.00	67.33-	264.69	5,416.00	5,151.31	95.11
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	9,357.53	36,871.29	98,351.00	61,479.71	62.51
DEPARTMENT: 11033 - INST MUSIC	10,413.78-	35,167.93	104,423.14	307,496.26	213,486.90	69.43
DEPARTMENT: 11034 - ORCHESTRA	5,045.00-	1,400.00	9,400.00	23,840.00	19,485.00	81.73
DEPARTMENT: 11040 - SCIENCE	251.32	41,455.35	140,223.57	376,403.00	235,928.11	62.68
DEPARTMENT: 11041 - Robotics	0.00	0.00	537.39	0.00	537.39-	0.00
DEPARTMENT: 11050 - MATH	172.48-	33,417.28	136,522.77	318,694.00	182,343.71	57.22
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	40,861.82	163,096.40	354,438.00	191,341.60	53.98
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	19,450.40	83,684.46	220,927.00	137,242.54	62.12
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	0.00	1,818.84	0.00	1,818.84-	0.00
DEPARTMENT: 11081 - READING	0.00	12,276.67	46,811.85	134,658.00	87,846.15	65.24
DEPARTMENT: 11082 - ESL	0.00	6,806.58	27,175.91	81,664.00	54,488.09	66.72
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	3,876.81	10,344.10	0.00	10,344.10-	0.00
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	0.00	0.00	9,500.00	9,500.00	100.00
DEPARTMENT: 11095 - FORENSICS COMPETIT	0.00	0.00	0.00	4,306.00	4,306.00	100.00
DEPARTMENT: 11101 - BookBusters	0.00	0.00	1,000.00	3,000.00	2,000.00	66.67
DEPARTMENT: 12010 - ACCOUNTING	0.00	5,768.71	22,670.70	69,619.00	46,948.30	67.44
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	0.00	1,086.00-	0.00	1,086.00	0.00
DEPARTMENT: 12200 - ADN PROGRAM	0.00	3,246.68	6,704.83	0.00	6,704.83-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	32.27	0.00	32.27-	0.00
DEPARTMENT: 41000 - LIBRARY	1,382.51-	9,765.49	40,674.71	186,703.00	147,410.80	78.95
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	11,115.00-	13,725.68	20,815.09	185,003.00	175,302.91	94.76
DEPARTMENT: 41100 - TECHNOLOGY-INSTRUC	4,000.00	0.00	265,974.61	538,000.00	268,025.39	49.82
DEPARTMENT: 42000 - VP ON INSTRUCTION	1,857.97-	18,779.91	67,387.19	1,064,596.74	999,067.52	93.84
DEPARTMENT: 42001 - DEAN OF ACADEMICS	14,445.36-	19,632.26	59,008.22	206,010.00	161,447.14	78.37
DEPARTMENT: 42002 - OUTREACH	0.00	2,990.42	11,707.89	69,667.00	57,959.11	83.19
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	107.00	16,797.84	74,097.85	210,600.00	136,395.15	64.77
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	688.67	17,158.02	7,500.00	9,658.02-	128.76-
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	29,653.38	102,171.07	418,249.00	316,077.93	75.57
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	0.00	14,000.00	14,000.00	100.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	280.02-	15,940.72	58,005.87	184,690.00	126,964.15	68.74
DEPARTMENT: 50011 - ASSESSMENT/TESTING	133.85	7,238.31	27,798.65	97,013.00	69,080.50	71.21
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	23,382.54	92,855.59	382,958.00	290,102.41	75.75
DEPARTMENT: 50030 - ADMISSIONS	64.40-	21,852.23	59,782.56	218,552.00	158,833.84	72.68
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	3,440.00	15,014.22	61,610.11	199,931.00	134,880.89	67.46
DEPARTMENT: 50050 - STUDENT HEALTH SER	713.34	6,217.67	6,217.67	76,880.00	69,948.99	90.98
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	11.25-	37,317.35	301,211.50	653,134.65	351,934.40	53.88
DEPARTMENT: 55001 - MEN'S BASKETBALL	7,487.57	13,669.52	62,840.82	203,167.00	132,838.61	65.38
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	5,219.75-	23,908.03	70,353.40	207,601.00	142,467.35	68.63
DEPARTMENT: 55003 - MEN'S TRACK	4,378.02	4,887.91	19,377.73	81,742.00	57,986.25	70.94
DEPARTMENT: 55004 - WOMEN'S TRACK	1,158.58-	4,646.50	20,281.35	82,763.00	63,640.23	76.89
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	2,667.00	9,250.81	35,377.23	131,807.00	93,762.77	71.14
DEPARTMENT: 55006 - FOOTBALL	444.00-	60,855.64	223,913.45	553,373.00	329,903.55	59.62
DEPARTMENT: 55007 - BASEBALL	2,968.00	12,071.42	42,239.28	172,830.00	127,622.72	73.84
DEPARTMENT: 55008 - VOLLEYBALL	0.00	9,956.34	39,829.70	119,166.60	79,336.90	66.58

DEPARTMENT: 55009	- WOMEN'S SOCCER	0.00	9,464.79	48,107.97	94,714.00	46,606.03	49.21
DEPARTMENT: 55010	- MEN'S SOCCER	0.00	7,663.08	37,081.68	80,938.00	43,856.32	54.19
DEPARTMENT: 55012	- CHEERLEADING	7,886.75	10,243.91	40,316.08	96,261.75	48,058.92	49.93
DEPARTMENT: 55014	- RODEO TEAM	7,984.00	21,345.79	75,766.09	173,093.00	89,342.91	51.62
DEPARTMENT: 55015	- MEN'S GOLF	0.00	6,580.88	15,387.13	41,703.00	26,315.87	63.10
DEPARTMENT: 55019	- ATHLETIC TRAINING	1,630.73	24,144.19	125,299.16	269,896.00	142,966.11	52.97
DEPARTMENT: 55020	- PEP BAND	0.00	0.00	0.00	8,000.00	8,000.00	100.00
DEPARTMENT: 55021	- ESPORTS	0.00	2,124.66	3,413.56	26,147.00	22,733.44	86.94
DEPARTMENT: 55022	- SPORTS INFORMATION	0.00	6,157.52	7,967.00	11,360.00	3,393.00	29.87
DEPARTMENT: 55023	- WOMENS CROSSCOUNTR	7,867.19-	5,196.78	10,053.69	46,046.00	43,859.50	95.25
DEPARTMENT: 55024	- MENS CROSSCOUNTRY	2,574.02-	6,376.46	10,422.35	40,598.00	32,749.67	80.67
DEPARTMENT: 55025	- WOMENS GOLF	0.00	7,998.47	23,466.05	96,873.00	73,406.95	75.78
DEPARTMENT: 55026	- Trap Shooting	1,400.00	3,319.16	3,319.16	13,010.00	8,290.84	63.73
DEPARTMENT: 61000	- PRESIDENT	331.96	42,925.16	162,291.07	666,009.00	503,385.97	75.58
DEPARTMENT: 61001	- BOARD OF TRUSTEES	50.00	613.89	7,724.93	44,375.00	36,600.07	82.48
DEPARTMENT: 61005	- ATTORNEY	5,657.90-	2,615.20	22,364.63	50,000.00	33,293.27	66.59
DEPARTMENT: 62000	- VP OF ADMIN SERVIC	49,956.19	185,450.11	537,322.19	2,230,531.00	1,643,252.62	73.67
DEPARTMENT: 62010	- HUMAN RESOURCES	71.76-	12,482.03	62,156.29	208,137.00	146,052.47	70.17
DEPARTMENT: 62011	- ADA COMPLIANCE	0.00	5,361.25	29,654.71	68,990.00	39,335.29	57.02
DEPARTMENT: 62050	- ONE-TIME PURCHASES	0.00	0.00	24,137.00-	55,988.00	80,125.00	143.11
DEPARTMENT: 63000	- MARKETING/PR	39,687.00	26,223.13	90,432.65	306,939.00	176,819.35	57.61
DEPARTMENT: 64000	- INFORMATION TECHNO	24,790.43	76,743.22	413,288.53	949,101.00	511,022.04	53.84
DEPARTMENT: 65000	- CENTRAL SERVICES	1,784.55	20,561.33	91,626.12	183,386.00	89,975.33	49.06
DEPARTMENT: 67000	- INSTITUTION EFFECT	0.00	14,578.62	58,495.88	176,522.00	118,026.12	66.86
DEPARTMENT: 68000	- Dean of Advancemen	0.00	9,531.62	37,747.69	131,958.00	94,210.31	71.39
DEPARTMENT: 70000	- PHYSICAL PLANT ADM	0.00	8,445.20	33,670.57	200,470.00	166,799.43	83.20
DEPARTMENT: 71000	- BUILDINGS	28,884.13	129,028.74	292,347.34	920,476.00	599,244.53	65.10
DEPARTMENT: 72000	- CUSTODIAL SERVICES	1,879.80-	75,265.49	268,259.04	884,280.00	617,900.76	69.88
DEPARTMENT: 73000	- GROUNDS	1,238.13	31,377.86	100,385.31	300,313.00	198,689.56	66.16
DEPARTMENT: 73001	- ATHLETIC FIELDS	12,640.00-	0.00	550.00-	26,100.00	39,290.00	150.54
DEPARTMENT: 74000	- VEHICLES	8,310.84-	57,484.42	119,742.48	598,533.00	487,101.36	81.38
DEPARTMENT: 75000	- CAMPUS SECURITY	0.00	14,732.69	29,578.20	211,598.00	182,019.80	86.02
DEPARTMENT: 76000	- INSURANCE	0.00	8,068.46	400,826.50	455,140.00	54,313.50	11.93
DEPARTMENT: 77000	- UTILITIES	58,268.85-	78,735.94	252,857.28	915,000.00	720,411.57	78.73
DEPARTMENT: 80000	- SCHOLARSHIP	0.00	0.00	0.00	35,000.00-	35,000.00-	100.00
DEPARTMENT: 81000	- BOOK SCHOLARSHIPS	0.00	91.00-	7,284.85-	0.00	7,284.85	0.00
DEPARTMENT: 81001	- TUIT WAIVER SEN CT	0.00	61.00	1,098.00	2,000.00	902.00	45.10
DEPARTMENT: 81002	- TUIT WAIVER EMPL/D	0.00	2,196.00	14,096.00	40,000.00	25,904.00	64.76
DEPARTMENT: 81003	- STATE MANDATED WAI	0.00	1,734.00-	7,888.00	18,000.00	10,112.00	56.18
DEPARTMENT: 81004	- TUIT WAIVER CTZ IN	0.00	0.00	6,000.00	30,000.00	24,000.00	80.00
DEPARTMENT: 81007	- ACADEMIC SCHOLARSH	0.00	10,436.00	14,616.00	31,500.00	16,884.00	53.60
DEPARTMENT: 94000	- STUDENT CENTER	297.50	2,019.58	5,811.68	36,133.00	30,023.82	83.09
DEPARTMENT: 50004	- Student Activities	0.00	0.00	0.00	50,000.00	50,000.00	100.00
DEPARTMENT: 55026	- Trap Shooting	0.00	1,000.00	1,000.00	0.00	1,000.00-	0.00

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FUND: 11 - GENERAL

44,297.75 1,631,363.39 6,468,560.74 20,062,008.00 13,549,149.51 67.54

11/09/22

Garden City Community College
Annual Budget Report Ending 10/31/22
Options - All Statuses

Page: 2

Fiscal Year: 2023

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	0.00	1,130.32	0.00	1,130.32-	0.00
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	1,803.56	8,324.91	14,688.00	6,363.09	43.32
DEPARTMENT: 12200 - ADN PROGRAM	0.00	33,151.25	129,401.35	504,532.00	375,130.65	74.35
DEPARTMENT: 12201 - LPN PROGRAM	0.00	25,835.97	93,921.84	313,691.00	219,769.16	70.06
DEPARTMENT: 12202 - EMT	0.00	19,749.06	83,100.12	142,500.00	59,399.88	41.68
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	17,751.82	51,687.22	194,543.00	142,855.78	73.43
DEPARTMENT: 12210 - AGRICULTURE	0.00	4,627.07	21,298.62	57,623.00	36,324.38	63.04
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	18,303.01	76,862.47	151,344.00	74,481.53	49.21
DEPARTMENT: 12220 - JOHN DEERE AG TECH	0.00	23,402.70	86,557.96	265,155.00	178,597.04	67.36
DEPARTMENT: 12230 - AUTO MECHANICS	0.00	27,695.69	98,956.19	242,572.00	143,615.81	59.21
DEPARTMENT: 12240 - CRIMINAL JUSTICE	5,100.00-	17,098.76	49,981.65	160,883.00	116,001.35	72.10
DEPARTMENT: 12241 - FIRE SCIENCE	2,000.00-	4,169.18	8,978.10	59,000.00	52,021.90	88.17
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	0.00	538.00	538.00	100.00
DEPARTMENT: 12250 - COSMETOLOGY	0.00	11,143.70	43,542.89	132,254.00	88,711.11	67.08
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	187.11-	1,182.22	6,618.05	29,000.00	22,569.06	77.82
DEPARTMENT: 12273 - WELDING	11,989.67-	24,025.80	81,012.59	276,277.00	207,254.08	75.02
DEPARTMENT: 12280 - BUILDING TRADES	15,584.48-	11,017.65	39,089.01	94,142.00	70,637.47	75.03
DEPARTMENT: 42005 - DEAN OF TECHNICAL	13,526.83-	22,328.90	44,414.88	490,670.00	459,781.95	93.70
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FUND: 12 - PTE FUND	48,388.09-	263,286.34	924,878.17	3,129,412.00	2,252,921.92	71.99

Fiscal Year: 2023

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	100.61-	2,232.62	6,040.13	86,771.32	80,831.80	93.15
DEPARTMENT: 00000 - GENERAL	0.00	0.00	121.60	0.00	121.60-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	20,659.36-	240.00	21,859.26	0.00	1,199.90-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	0.00	3,356.91	3,356.91	100.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	55.00-	267.28	322.28	120.58
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	329.62	0.00	329.62-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	180.00	575.45	3,061.30	26,391.83	23,150.53	87.72
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	85.00-	55.00-	835.39	890.39	106.58
DEPARTMENT: 55012 - CHEERLEADING	400.00	0.00	491.48	3,689.49	2,798.01	75.84
DEPARTMENT: 55008 - VOLLEYBALL	0.00	203.74	924.11	8,083.21	7,159.10	88.57
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	269.44	686.30	11,955.70	11,269.40	94.26
DEPARTMENT: 31000 - COMMUNITY SERVICE	50.00-	233.75	1,199.33	15,500.00	14,350.67	92.58
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	65.00-	27,652.61	27,717.61	100.24
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	6,475.00	6,475.00	100.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	1,323.00	2,351.17	1,028.17	43.73
DEPARTMENT: 55013 - Esports	0.00	0.00	0.00	2,351.17	2,351.17	100.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	221.34	1,404.80	1,183.46	84.24
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	3,419.00	6,967.24	3,548.24	50.93
DEPARTMENT: 55003 - MEN'S TRACK	0.00	25.00	25.00	9,964.71	9,939.71	99.75
DEPARTMENT: 11021 - ENGLISH	0.00	0.00	251.70	1,640.00	1,388.30	84.65
DEPARTMENT: 11030 - ART	2,385.50	476.08	476.08	2,208.00	653.58-	29.59-
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	0.00	456.00	456.00	100.00
DEPARTMENT: 11033 - INST MUSIC	374.00-	1,381.15	6,265.33	1,378.00	4,513.33-	327.52-
DEPARTMENT: 11040 - SCIENCE	8,117.22-	137.74	2,962.39-	5,252.00	16,331.61	310.96
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	0.00	264.00	1,633.60	1,369.60	83.84
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	0.00	0.00	21,752.00	21,752.00	100.00
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	0.00	0.00	800.00	800.00	100.00
DEPARTMENT: 12200 - ADN PROGRAM	16,529.03-	16,521.00	7,752.51	14,222.20	22,998.72	161.71
DEPARTMENT: 12201 - LPN PROGRAM	16,000.10-	16,948.31	13,173.15	13,792.68	16,619.63	120.50
DEPARTMENT: 12202 - EMT	1,190.34-	69.99	366.99	5,726.80	6,550.15	114.38
DEPARTMENT: 12203 - ALLIED HEALTH	4,004.72-	200.61	815.22	5,984.22	9,173.72	153.30
DEPARTMENT: 12210 - AGRICULTURE	0.00	0.00	0.00	1,297.20	1,297.20	100.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	1,018.06	1,342.74	5,418.10	4,075.36	75.22
DEPARTMENT: 12220 - JOHN DEERE AG TECH	1,066.64	12,596.59	19,877.76	27,087.06	6,142.66	22.68
DEPARTMENT: 12230 - AUTO MECHANICS	875.49	27,776.63	56,852.39	53,010.10	4,717.78-	8.89-
DEPARTMENT: 12240 - CRIMINAL JUSTICE	0.00	634.39	634.39	2,033.78	1,399.39	68.81
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	0.00	1,072.00	2,387.80	1,315.80	55.11
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	3,841.67	0.00	8,946.54	11,770.13	1,018.08-	8.64-
DEPARTMENT: 12273 - WELDING	28,153.49	8,373.32	12,691.10	43,717.22	2,872.63	6.57
DEPARTMENT: 12280 - BUILDING TRADES	1,322.98-	313.98	3,568.04	14,862.78	12,617.72	84.89
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	0.00	8,435.60	8,435.60	100.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	275.50	7,724.50-	60,434.27	68,158.77	112.78
DEPARTMENT: 55025 - WOMENS GOLF	0.00	1,630.35	1,630.35	4,010.00	2,379.65	59.34
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	3,181.96	173.22	173.22	9,927.64	6,572.46	66.20
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	1,838.23	2,744.51	0.00	2,744.51-	0.00
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FUND: 14 - ADULT SUPPLEMENTARY ED	28,263.61-	94,060.15	167,737.60	533,255.01	393,781.02	73.84

11/09/22

Garden City Community College
Annual Budget Report Ending 10/31/22
Options - All Statuses

Page: 4

Fiscal Year: 2023

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 00000 - GENERAL	0.00	0.00	1,900.00	1,900.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	36.00-	123.94	352.79	36,342.00	36,025.21	99.13
DEPARTMENT: 94000 - STUDENT CENTER	16,795.29-	3,846.29	7,332.17	204,023.00	213,486.12	104.64
DEPARTMENT: 95000 - STUDENT HOUSING	10,437.23	171,494.43	722,185.62	2,506,937.00	1,774,314.15	70.78
DEPARTMENT: 98000 - COSMETOLOGY	1,196.17	2,564.82	60,660.19	147,959.00	86,102.64	58.19
DEPARTMENT: 97000 - BOOKSTORE	113,325.60	17,635.00	162,644.83	430,650.00	154,679.57	35.92
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FUND: 16 - AUXILIARY ENTITIES	108,127.71	195,664.48	955,075.60	3,327,811.00	2,264,607.69	68.05

11/09/22

Garden City Community College
Annual Budget Report Ending 10/31/22
Options - All Statuses

Page: 5

Fiscal Year: 2023

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11040 - SCIENCE	0.00	63.60	63.60	38,000.00	37,936.40	99.83
DEPARTMENT: 50000 - DEAN OF STUDENT SE	8,971.38-	0.00	1,574.94-	0.00	10,546.32	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	2,500.00	0.00	2,500.00-	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	713.16	89,181.27	100,924.26	11,742.99	11.64
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	12,718.79	0.00	12,718.79-	0.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	155,768.08	9,124.51	349,374.27	718,038.87	212,896.52	29.65
DEPARTMENT: 42005 - DEAN OF TECHNICAL	8,000.00-	8,000.00	431.68	0.00	7,568.32	0.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	26,442.37-	40,706.76	53,784.07	301,012.22	273,670.52	90.92
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	30,000.00	0.00	30,000.00-	0.00
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	11,758.00	28,285.00	0.00	28,285.00-	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	5,051.08	25,657.01	35,125.48	367,697.00	327,520.44	89.07
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	3.03	3.03	0.00	3.03-	0.00
DEPARTMENT: 12200 - ADN PROGRAM	0.00	5,225.08	5,225.08	0.00	5,225.08-	0.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	39,096.80	43,478.87	107,034.58	1,078,919.57	932,788.19	86.46
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	82,663.00	82,663.00	999,997.07	917,334.07	91.73
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	0.00	18,586.00	18,586.00	100.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	13,730.21	13,063.75	24,324.68	143,480.00	105,425.11	73.48
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	3,788.06	10,500.00	6,711.94	63.92
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	10,640.84	10,640.84	0.00	10,640.84-	0.00
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	0.00	0.00	4,900.00	4,900.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	233.75	1,057.44	1,057.44	6,807.44	5,516.25	81.03
DEPARTMENT: 64000 - INFORMATION TECHNO	80,406.12	27,286.75	114,918.85	999,998.00	804,673.03	80.47
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	60.00-	0.00	60.00	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	4,475.00	0.00	4,475.00-	0.00
DEPARTMENT: 12220 - JOHN DEERE AG TECH	0.00	0.00	0.00	40,000.00	40,000.00	100.00
FUND: 22 - RESTRICTED GRANTS	250,872.29	279,441.80	953,959.78	4,828,860.43	3,624,028.36	75.05

11/09/22

Garden City Community College
 Annual Budget Report Ending 10/31/22
 Options - All Statuses

Page: 6

Fiscal Year: 2023

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	0.00	500,000.00	500,000.00	100.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	10,967.50	0.00	10,967.50	22,000.00	65.00	0.30
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	200.00	0.00	200.00-	0.00
DEPARTMENT: 76000 - INSURANCE	0.00	3,556.67	31,855.71	38,841.55	6,985.84	17.99
DEPARTMENT: 41100 - TECHNOLOGY-INSTRUC	0.00	0.00	2,100.00-	0.00	2,100.00	0.00
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	0.00	13,631.25-	0.00	13,631.25	0.00
DEPARTMENT: 41100 - TECHNOLOGY-INSTRUC	0.00	0.00	0.00	37,323.26	37,323.26	100.00
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	0.00	9,347.51	50,000.00	40,652.49	81.30
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	1,112.21	3,336.84	0.00	3,336.84-	0.00
DEPARTMENT: 50050 - STUDENT HEALTH SER	0.00	777.13	21,024.43	110,000.00	88,975.57	80.89
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	0.00	70,200.00	0.00	70,200.00-	0.00
DEPARTMENT: 71000 - BUILDINGS	19,425.90-	10,286.64	0.00	0.00	19,425.90	0.00
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	2,576.51	47,845.02	204,000.00	156,154.98	76.55
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	25,801.05	25,801.05	100.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	20,000.00-	0.00	20,000.00	0.00
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	10,000.00	10,000.00	100.00
FUND: 23 - OTHER RESTRICTED FUNDS	8,458.40-	18,309.16	159,045.76	997,965.86	847,378.50	84.91

11/09/22

Garden City Community College
Annual Budget Report Ending 10/31/22
Options - All Statuses

Page: 7

Fiscal Year: 2023

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	13,325.11-	0.00	20,673.76-	0.00	33,998.87	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	9,973.62-	18,952.99	62,571.36	227,393.38	174,795.64	76.87
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	92.60	738.44	6,822.00	6,083.56	89.18
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	2,694.72	11,783.64	40,003.00	28,219.36	70.54
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	5,789.55	24,922.56	74,336.96	49,414.40	66.47
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	64,001.05-	64,001.05-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	5,228.21	21,670.83	64,001.05	42,330.22	66.14
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FUND: 24 - ADULT EDUCATION	23,298.73-	32,758.07	101,013.07	348,555.34	270,841.00	77.70

11/09/22

Garden City Community College
Annual Budget Report Ending 10/31/22
Options - All Statuses

Page: 8

Fiscal Year: 2023

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	424,111.58-	189,056.41	680,045.98-	1,931,076.00	3,035,233.56	157.18
FUND: 61 - CAPITAL OUTLAY	424,111.58-	189,056.41	680,045.98-	1,931,076.00	3,035,233.56	157.18

11/09/22

Garden City Community College
Annual Budget Report Ending 10/31/22
Options - All Statuses

Page: 9

Fiscal Year: 2023

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	29,438.10-	9,697.20	36,833.47	103,650.00	96,254.63	92.87
DEPARTMENT: 50004 - Student Activities	0.00	454.44	908.88	52,060.00	51,151.12	98.25
DEPARTMENT: 50000 - DEAN OF STUDENT SE	142.52-	28,369.75	168,750.79	582,850.00	414,241.73	71.07
DEPARTMENT: 99001 - STUDENT NEWSPAPER	0.00	0.00	1,134.85	12,019.91	10,885.06	90.56
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,305.95	907.68	1,172.68	19,827.01	17,348.38	87.50
=====	=====	=====	=====	=====	=====	=====
FUND: 71 - ACTIVITY/ORGANIZATION FD	28,274.67-	39,429.07	208,800.67	770,406.92	589,880.92	76.57

Fiscal Year: 2023

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	7,621.00	55,320.07	110,000.00	54,679.93	49.71
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	42,446.00	95,000.00	52,554.00	55.32
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	12,150.00	48,000.00	35,850.00	74.69
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	725.00	14,425.00	48,000.00	33,575.00	69.95
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	2,000.00-	39,519.00	73,000.00	33,481.00	45.86
DEPARTMENT: 55006 - FOOTBALL	0.00	72.00-	95,533.07	285,000.00	189,466.93	66.48
DEPARTMENT: 55007 - BASEBALL	0.00	7,500.00	29,750.00	85,000.00	55,250.00	65.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	39,050.00	79,500.00	40,450.00	50.88
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	6,780.00	42,322.00	80,000.00	37,678.00	47.10
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	6,500.00	27,000.00	72,000.00	45,000.00	62.50
DEPARTMENT: 55012 - CHEERLEADING	0.00	1,500.00	4,500.00	30,000.00	25,500.00	85.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	9,000.00	29,500.00	65,000.00	35,500.00	54.62
DEPARTMENT: 55015 - MEN'S GOLF	0.00	5,250.00	11,500.00	35,000.00	23,500.00	67.14
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	1,750.00	13,750.00	30,000.00	16,250.00	54.17
DEPARTMENT: 55021 - ESPORTS	0.00	0.00	0.00	50,000.00	50,000.00	100.00
DEPARTMENT: 55023 - WOMENS CROSSCOUNTRY	0.00	3,000.00	16,744.00	32,800.00	16,056.00	48.95
DEPARTMENT: 55024 - MENS CROSSCOUNTRY	0.00	1,685.00	10,185.00	32,800.00	22,615.00	68.95
DEPARTMENT: 55025 - WOMENS GOLF	0.00	0.00	5,750.00	30,000.00	24,250.00	80.83
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	3,375.00	0.00	3,375.00-	0.00
DEPARTMENT: 11030 - ART	0.00	1,000.00	3,100.00	0.00	3,100.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	400.00-	4,350.00	0.00	4,350.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	250.00	13,000.00	0.00	13,000.00-	0.00
DEPARTMENT: 11101 - BookBusters	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	1,500.00	16,250.00	0.00	16,250.00-	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	8,015.00	16,690.00	0.00	16,690.00-	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	8,396.00	0.00	8,396.00-	0.00
DEPARTMENT: 55026 - Trap Shooting	0.00	1,000.00	1,000.00	0.00	1,000.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	60,604.00	555,605.14	1,281,100.00	725,494.86	56.63

Garden City Community College
08.31.2022

	<u>Amount</u>	<u>% Rate</u>	
Cash in Bank:			
Commerce Bank	\$ 175,784.32	0.0000%	*
State Municipal Invest. Pool	\$ -	1.5000%	
Landmark National Bank	\$ 3,672,154.03	2.33%	
Security Bank of KC -2021	\$ 1,662,218.52	2.599165%	
Security Bank of KC -2022	\$ 5,083,449.40	2.599165%	
	<u>\$ 10,593,606.27</u>		

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Kearny County Bank	CD	\$ 1,000,000.00	2.25%	7/26/2022	4/26/2023
Western State Bank	CD	\$ 1,001,126.02	0.15%	4/29/2022	1/29/2023
Kearny County Bank	CD	\$ 1,000,000.00	2.40%	7/29/2022	1/24/2023
Kearny County Bank	CD	\$ 1,000,000.00	2.55%	7/29/2022	8/30/2023
		<u>\$ 4,001,126.02</u>			
Total		<u><u>\$ 14,594,732.29</u></u>			

*Reconciled Bank statement balance

Garden City Community College
10.31.2022

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 973,219.79	0.0000% *
State Municipal Invest. Pool	\$ -	
Landmark National Bank	\$ 2,248,167.04	2.87%
Security Bank of KC -2021	\$ 1,052,723.76	2.70%
Security Bank of KC -2022	\$ 3,689,878.65	2.70%
	<u>\$ 7,963,989.24</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Kearny County Bank	CD	\$ 1,000,000.00	2.40%	7/29/2022	1/24/2023
Western State Bank	CD	\$ 1,001,126.02	0.15%	4/29/2022	1/29/2023
Kearny County Bank	CD	\$ 1,000,000.00	2.25%	7/26/2022	4/26/2023
Kearny County Bank	CD	\$ 1,000,000.00	2.55%	7/29/2022	8/30/2023
		<u>\$ 4,001,126.02</u>			
 Total		<u><u>\$ 11,965,115.26</u></u>			

*Reconciled Bank statement balance

Topic: Approval of the Computer Support Specialist Certificate B and AAS

Presenter: Dr. Ryan Ruda

Background Information:

As a part of the Title III HSI STEM grant, the college is seeking approval to expand its current computer science options. Currently, the college has a Certificate A in Computer Support Specialist and Associate of Science transfer pathways in Cybersecurity as well as general Computer Science.

In June 2022, administration brought forward and the Board approved the addition of a Cybersecurity Certificate B and AAS. The Technical Education Authority at the Kansas Board of Regents and the rejected the college’s application for those two program options because, according to their requirements for a technical program, “Cybersecurity” does not apply. After consulting with the program faculty, Division Chair, Dean, President, and KACCT representative, we are rescinding our Cybersecurity program options and replacing them with a Certificate B and an AAS option in Computer Support Specialist.

The goal of the expansion is to better meet the needs of the Kansas workforce with additional shorter-term exit points:

The Certificate B is a 31-credit, two-semester sequence of courses that builds on the existing Certificate A option, providing students basic information about information security.

The AAS option is a full, 64-credit, two-year sequence of courses that builds on the Certificate B option.

Students within these programs would be prepared for multiple industry-recognized certifications including CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Project+, CompTIA ITF+, and CompTIA Data+

The Kansas Department of Labor’s Long Term Occupational Outlook (2020-2030) notes an approximately 10% increase or 1% increase every year in this field. After considering exits from and transfers within the field, total openings are 6,374, or 637 on an annual basis. The Annual Mean salary is \$50,140 and the Annual Median salary is \$47,500. Typical Education Needed for Entry is some college, no degree, no work experience and no on-the-job training.

The College’s Curriculum and Instruction Committee approved the program at their October 18, 2022 meeting. Board approval will result in the College submitting a formal application for program approval to the Kansas Board of Regents in February.

Recommended Board Action:

Approve the Computer Support Specialist Certificate B and AAS program options.

New Program Request Form

CA1

General Information

Institution submitting proposal	Garden City Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Marc Malone, Vice President for Instructional Services/CAO, 620-276-9597, marc.malone@gcccks.edu
Identify the person responsible for oversight of the proposed program	Chuck Pfeifer, Dean of Technical Education and Workforce Development, 620-276-9521, chuck.pfeifer@gcccks.edu
Title of proposed program	Computer Support Specialist
Proposed suggested Classification of Instructional Program (CIP) Code	11.1006 Computer Support Specialist
CIP code description	A program that prepares individuals to provide technical assistance, support, and advice to computer users to help troubleshoot software and hardware problems. Includes instruction in computer concepts, information systems, networking, operating systems, computer hardware, the Internet, software applications, help desk concepts and problem solving, and principles of customer service.
Standard Occupation Code (SOC) associated to the proposed program	15-1232 Computer User Support Specialists
SOC description	Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, via telephone, or electronically. May provide

	assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.
Number of credits for the degree and all certificates requested	Associate in Applied Science requires 60 credit hours. Certificate B requires 31 credit hours.
Proposed Date of Initiation	Fall 2023
Specialty program accrediting agency	None
Industry certification	Preparation for CompTIA A+ CompTIA Network+ CompTIA Security+ CompTIA Project+ Certifications through the Computer Technology Industry Association (CompTIA)

Signature of College Official _____ Date _____

Signature of KBOR Official _____ Date _____

Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, industry support letters, CA1-1a form).

***Institutions requesting subordinate credentials need only submit the items in blue. For example, an institution with an approved AAS degree has determined a need for a Certificate C in the same CIP code using the same courses used in the AAS degree program.*

Program Rationale

- Provide an overall explanation and background surrounding the development of the proposed program. Include where the idea came from, who was involved, and why the program is needed.

Garden City Community College (GCCC) is working to meet workforce needs by expanding the number and type of exit points in this field. The college has historically offered an Associate in Science (AS) degree in Computer Information Systems. This program has strong roots in business applications, programming, CISCO networking and Information Technology fundamentals.

In 2016, new courses were created to expand the academic, technical and security areas of emphasis, including Introduction to Cybersecurity, Overview of Computer Science, Computer Ethics, Project Management and Discrete Mathematics. An Associate in Science (AS) degree with an emphasis in Cybersecurity was created and made available as of the 2018-2020 GCCC Academic Catalog.

In 2021, KBOR approved a Computer Support Specialist certificate program which can be completed in one semester. It focuses on CompTIA A+ (hardware and software) technical skills and an introduction to programming.

To further STEM related education, GCCC seeks to expand the Computer Support Specialist program to now include two additional exit points: an Associate in Applied Science (AAS) degree (60 credit hours) and a Level B Technical Certificate (31 credit hours). The intent of the program is to prepare students for employment or for further study in the advanced aspects of computer support.

The need for Computer Support Specialists is well documented at the U.S. Bureau of Statistics site [Computer Support Specialists : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov/occupational-outlook-handbook/).

“Overall employment of computer support specialists is projected to grow 6 percent from 2021 to 2031, about as fast as the average for all occupations.

About 75,000 openings for computer support specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers

who transfer to different occupations or exit the labor force, such as to retire.” - U.S. Bureau of Labor Statistics.

This requested program expansion is also happening in the context of a Title III Hispanic-Serving Institution (HSI) STEM grant, awarded in October 2021. The addition of a Computer Support Specialist role with multiple exit points is part of the current grant project.

Program Description

- Provide a complete catalog description (including program objectives) for the proposed program.

PROGRAM DESCRIPTION:

The Computer Support Specialist Associate in Applied Science is a 60-credit hour program which includes the CERT A and CERT B curriculum and technical and communication areas of training include the development of skills in hardware, software, networking, written communication, verbal communication, and problem solving. The completed program prepares students for the industry recognized CompTIA A+, CompTIA Network+ and CompTIA Security+ certification exams, to join the computer support workforce or to continue their education. The Associate in Applied Science includes 18 credit hours from the General Requirements including 6 credit hours in Communications, 6 credit hours in Mathematics, Natural and Computer Sciences, 3 credit hours in Social Sciences, 1 credit hour in Student Success, and 42 credit hours in Program or Elective courses.

The Computer Support Specialist Cert A is a 16-credit hour program which provides an excellent starting point for individuals who wish to pursue a career in the Information Systems industry. Technical and communication areas of training include the development of skills in hardware, software, networking, written communication, verbal communication, and problem solving. The completed program prepares students for the industry recognized CompTIA A+ certification exam, to join the computer support workforce or to continue their education.

The Computer Support Specialist Cert B is a 31-credit hour program which includes the Cert A curriculum and furthers the technical and communication areas of training including the development of skills in hardware, software, networking, written communication, verbal communication, and problem solving. The completed program prepares students for the industry recognized CompTIA A+, CompTIA Network+ and CompTIA Security+ certification exams, to join the computer support workforce or to continue their education.

Associate in Applied Science degree in Computer Support Specialist

Program Outcomes: Upon completion of the program, graduates will be able to:

- Analyze a problem, and identify and define the appropriate computing requirements

- Demonstrate an understanding of professional, ethical, legal, security and social issues and responsibilities
- Use current techniques, skills, and tools necessary for computing practice
- Demonstrate an understanding of computer hardware, software, network, and security necessary to pursue industry-based certifications
- Communicate effectively with a range of audiences

Technical Certificate Level B in Computer Support Specialist

Program Outcomes: Upon completion of the program, graduates will be able to:

- Analyze a problem, and identify and define the appropriate computing requirements
- Demonstrate an understanding of professional, ethical, legal, security and social issues and responsibilities
- Use current techniques, skills, and tools necessary for computing practice
- Demonstrate an understanding of computer hardware, software, network, and security necessary to pursue industry-based certifications

Technical Certificate Level A in Computer Support Specialist (an existing program)

Program Outcomes: Upon completion of the program, graduates will be able to:

- Analyze a problem, and identify and define the appropriate computing requirements
- Demonstrate an understanding of professional, ethical, legal, security and social issues and responsibilities
- Use current techniques, skills, and tools necessary for computing practice
- Demonstrate an understanding of computer hardware, software, network, and/or security necessary to pursue industry-based certifications

List and describe the admission and graduation requirements for the proposed program.

There are no specific admission requirements for this program. Institutional requirements are described below.

New students:

New students must obtain, complete, and submit the following:

1. An application for Admission.
2. An official high school/home-school transcript, including final grades, grade point average, class ranking (if available), and graduation date, or an official copy of GED Scores.
3. An official transcript from each university/college attended.

- All first-time students are required to take a Placement Assessment through the Mary Jo Williams Assessment Center located in the SCSC.
- Applicants are strongly advised to take the ACT Assessment for scholarship, advising, and counseling purposes (GCCC’s ACT code is 1414).
- Official transcripts must be mailed by the issuing institution or transmitted electronically directly to the GCCC Admissions Office. Hand-carried, faxed, or emailed copies are not acceptable.
- A complete medical form is required for all students in the nursing, cosmetology programs, and for residential hall residents and athletic program participants. Students in these areas will be advised according to departmental policy and the appropriate forms will be provided.

4. Student Health Requirements—Tuberculosis (TB)

In accordance and compliance with the TB Risk Assessment Law (Kansas Statute K.S.A. 65-129e), all Garden City Community College students who have traveled, resided in for more than three months, or were born in any country where Tuberculosis (TB) is endemic as identified by the Centers for Disease Control and Prevention must provide TB test results prior to attending class/completing enrollment. Any student who is not in compliance with the applicable State of Kansas Statute is not eligible to attend classes or enroll for classes or obtain an official academic transcript or records until the student is compliant with the requirements. All students must complete the TUBERCULOSIS SCREENING QUESTIONNAIRE and if required, obtain a completed/approved Certificate of Health Form from the Finney County Health Department or other approved Health Care Provider.

High School Students:

High school sophomore, junior, and senior students, including home-study program students, may enroll concurrently in college courses with written permission of their high school principal and parent or legal guardian. A yearly cooperative agreement with the unified school district or the home-study school and the college must be on file in the Registrar’s Office for college credit to be granted. Individual student permission forms must be submitted each semester.

Graduation Requirements

Students who successfully complete the A.A.S. degree will complete 64 credit hours with a grade of “D” or higher in the appropriate courses as described below.

Students who successfully complete the Certificate B will complete 31 credit hours with a grade of “D” or higher in the appropriate courses as described below.

Demand for the Program

- Using the Kansas Department of Labor’s Long Term Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections: occupational growth, occupational replacement rates, estimated annual median wages, and typical education level needed for entry.

Per the Kansas Department of Labor’s Long Term Occupational Outlook (2020-2030), Computer User Support Specialists number 7467 in 2020 and are projected to number 8,218 in 2030. The increase of 751 represents a 10% increase, or 1.0% annual increase. After considering Exits, Transfers, the Total Openings are 6,374, or 637 on an annual basis. The Annual Mean salary is \$50,140 and the Annual Median salary is \$47,500. Typical Education Needed for Entry is some college, no degree, no work experience and no on-the-job training. Per the Kansas Labor Information Center – Occupational Profile, there are 104 job openings advertised online for Computer Use Support Specialists on October 29,2020.

- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.

This application includes letters of support from Finney County Economic Development, Sunflower Electric, Tyson Foods, Inc, and Western State Bank. These letters are included later in the packet.

- Describe how the proposed program supports the Perkins Comprehensive Local Needs Assessment.

The most recent Comprehensive Regional Needs Assessment completed in February 2022 indicates the need for “tech support jobs...in our area continues to rise as technology and the need for added security is ever-changing. The local hospital, school districts, and several banks in our area have expressed a need for this type of education as both continuing education and tech career training” (p. 12).

- Describe/explain any business/industry partnerships specific to the proposed program.

If a formal partnership agreement exists, agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CAI materials for review purposes. The agreement will not be published or posted during the comment period.

No formal business/industry partnerships exist at this time.

- Describe/explain any business/industry partnerships specific to the proposed program.

If a formal partnership agreement exists, agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CAI materials for review purposes. The agreement will not be published or posted during the comment period.

There are no formalized partnerships or agreements existing for this program application.

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.

Information Technology --- Academic Year 2020

CIP Code	Program Name	Institution	Award	Total # Declared Majors	Total # Concentrators	Total # Pursuing Additional Education	Total # Graduates	Total # Graduates Exited	Total # Graduates Exited & Employed	Average Wage: Graduates Exited & Employed	Median Wage: Graduates Exited & Employed
11.1006	Computer Support Specialist	Highland Community College	Assoc/Cert	6	6	*	6	*	*	*	*
	Computer Support Specialist	Hutchinson Community College	Assoc/Cert	40	18	19	9	*	*	*	*
	Computer Support Specialist	Johnson County Community College	Assoc/Cert	103	34	53	13	9	7	\$40,192	\$31,267
	Computer Support Specialist	Kansas City Kansas Community College	Assoc/Cert	33	10	14	*	*	*	NR	NR
	Computer Support Specialist	Labette Community College	Assoc/Cert	*	*	*	*	*	*	NR	NR
	Computer Support Specialist	Neosho County Community College	Assoc/Cert	11	*	*	*	*	*	NR	NR
	Computer Support Specialist	Wichita State University Campus of Applied Sciences and Technology	Assoc/Cert	186	130	89	24	13	12	\$41,201	\$39,452

- Notes:
- NR = No values were reported.
 - * = Small cell suppression used to protect student privacy in accordance with FERPA and HEOA guidelines.

Institution Name	Program Title	Award	Hours
Wichita State University Campus of Applied Sciences and Technology	COMPUTER SUPPORT SPECIALIST	Less Than One-year Technical Certificate - CERT	17
Kansas City Kansas Community College	COMPUTER SUPPORT SPECIALIST	Less Than One-year Technical Certificate - CERT	21
Highland Community College	COMPUTER SUPPORT SPECIALIST	Associate Degree - AAS	61
Hutchinson Community College	COMPUTER SUPPORT SPECIALIST	Associate Degree - AAS	64
Hutchinson Community College	COMPUTER SUPPORT SPECIALIST	Less Than One-year Technical Certificate - CERT	29
Neosho County Community College	COMPUTER SUPPORT SPECIALIST	Associate Degree - AAS	64
Johnson County Community College	COMPUTER SUPPORT SPECIALIST	Associate Degree - AAS	61
Johnson County Community College	COMPUTER SUPPORT SPECIALIST	One-year Technical Certificate - CERT	32
Neosho County Community College	COMPUTER SUPPORT SPECIALIST	Less Than One-year Technical Certificate - CERT	29
Wichita State University Campus of Applied Sciences and Technology	COMPUTER SUPPORT SPECIALIST	Associate Degree - AAS	62
Wichita State University Campus of Applied Sciences and Technology	COMPUTER SUPPORT SPECIALIST	One-year Technical Certificate - CERT	41
Garden City Community College	COMPUTER SUPPORT SPECIALIST	Less Than One-year Technical Certificate - CERT	16
Kansas City Kansas Community College	COMPUTER SUPPORT SPECIALIST	One-year Technical Certificate - CERT	44
Seward County Community College	COMPUTER SUPPORT SPECIALIST	Less Than One-year Technical Certificate - CERT	29
Highland Community College	COMPUTER SUPPORT SPECIALIST	One-year Technical Certificate - CERT	44
Johnson County Community College	COMPUTER SUPPORT SPECIALIST A+ CERTIFICATE	Less Than One-year Technical Certificate - CERT	16
Allen Community College	COMPUTER AND NETWORK SUPPORT TECHNICIAN	Less Than One-year Technical Certificate - CERT	18

- Was collaboration with similar programs pursued:
Collaboration has not been attempted because of the geographic distance between institutions which offer this program. These courses have traditionally been taught face-to-face.

Program Information

- List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program.

The following courses are taught on a regular schedule (Fall only, Spring only, or both Fall & Spring semesters):

CSCI-101 Introduction to Management Information Systems	(3 credits)
CSCI-102 Introduction to Programming	(3 credits)
CSCI-107 Advanced Programming	(3 credits)
CSCI-110 Computer Concepts and Applications	(3 credits)
CSCI-125 CompTIA A+ Essentials	(3 credits)
CSCI-126 CompTIA A+ Practical Applications	(3 credits)
CSCI-130 Introduction to Cybersecurity	(3 credits)

CSCI-140 Overview of Computer Science	(3 credits)
CSCI-150 Microsoft Network Essentials	(3 credits)
CSCI-190 Computer Ethics	(3 credits)
CSCI-230 CompTIA Security+	(3 credits)
CSCI-262 Project Management	(3 credits)
MATH-116 Discrete Mathematics	(3 credits)
PCDE-101 Student Success	(1 credit)
PCDE-109 Career Success	(1 credit)

Course Descriptions

CSCI-101 Introduction to Management Information Systems 3 credit hours

This course is an introductory class that assists students in learning about how computers work and about how the computer is used in our world. Topics range from what parts a computer is made of to how to write a computer program. Also, addressed are topics such as how data are stored, how networks and the Internet work, how to secure a computer from malware, and ethical dilemmas that arise in modern computing. This class includes detailed discussion of computer logic, data flow, number systems and computer memory.

CSCI-102 Introduction to Programming 3 credit hours

This course is recommended for computer science majors. It covers the basic logic required to design and develop good logical computer programs. Course topics include hardware and software configurations as well as the concepts of program logic, top-down design, and structured programs. This course may be taken concurrently with Introduction to Management Information Systems.

CSCI-107 Advanced Programming 3 credit hours

Prerequisite: One of the entry level programming courses or permission of instructor. This course covers disk file structure, creation, and management. Emphasis is placed on logic methods of data file use. Topics include utility programs, and file types within a specific language. This course may be repeated as computer languages change.

CSCI-110 Computer Concepts and Applications 3 credit hours

This course introduces the basics of computer usage for Internet, email, word processing, spreadsheet, database, and presentation software programs. This first course provides information to the non-computer user and familiarizes the student with the basics of computer usage. Successful completion of this course will enable the student to continue studying the advanced features of the studied software. This course may be repeated for additional credits as software use changes.

CSCI-125 CompTIA A+ Essentials 3 credit hours

Students will gain the knowledge required to assemble components based on customer requirements, install, configure, and maintain devices for end users. This course

also covers the basics of networking and security/forensics, proper and safe diagnosis, resolve and document common hardware issues while applying troubleshooting skills.

CSCI-126 CompTIA A+ Practical Applications 3 credit hours

Students will gain the knowledge required to install, configure, and maintain software for end users. This course will also cover the basics of networking and security/forensics, properly and safely diagnose, resolve, and document common software issues while applying troubleshooting skills. Students will also gain appropriate customer support and soft skills; understand the basics of virtualization, desktop imaging, and deployment.

CSCI-130 Introduction to Cybersecurity 3 credit hours

This course examines the security aspects of computer systems, technology, management, and policy. Fundamental security concepts are presented and a review of risks, threats, and countermeasures.

CSCI-140 Overview of Computer Science 3 credit hours

An overview of computer science is presented in the areas of Networking, Software, Operating Systems, Computer Architecture and Algorithms. The course also examines some of the ethical and legal aspects of Internet security, software engineering and database technology.

CSCI-150 Microsoft Network Essentials 3 credit hours

Learn to install, configure, manage, and troubleshoot basic networks of any size and prepare for an entry-level networking career in the IT industry. Students learn the foundations of network design and management, focusing on the media, topologies, protocols, and standards upon which modern networks are built. This class prepares students to pass the CompTIA Network+ industry exam and provides a foundation for more advanced courses in Microsoft and Linux client/server networking.

CSCI-190 Computer Ethics 3 credit hours

Computer Ethics examines various social, legal, philosophical, ethical, political, constitutional, and economic implications of computing technology. This course presents an array of contemporary topics and issues relevant to modern society.

CSCI-230 Security+ 3 credit hours

This class introduces students to computer network vulnerabilities and threats and how to safeguard computer networks from those vulnerabilities and threats. This course will expose the student to network security planning, network security technology, network security organization and the legal and ethical issues associated with network security. In this course, students will learn the skills necessary for Security+ certification.

CSCI-262 Project Management 3 credit hours

This course introduces project management fundamentals and a framework for managing information technology projects. Project management knowledge areas and

process groups are reviewed. The course provides preparation for employment in industry and for project management certification.

MATH-116 Discrete Mathematics 3 credit hours

This course is the study of discrete objects versus continuous objects. It is useful in the study of topics such as set theory, logic, combinatorics and graph theory. It provides a foundation for computer science topics like programming languages, algorithms, database theory, operating systems and computer security.

PCDE-101 Student Success 1 credit hour

This course is designed to increase the students' opportunities for success in college by exploring career options, setting meaningful academic and career goals, developing essential skills such as information literacy and critical thinking skills, and engaging in academic behaviors and effective study strategies.

PCDE-109 Career Success 1 credit hour

This course is designed to instill the necessary attitudes, skills, and behaviors in students to be successful in the classroom as well as the workplace. The focus of this course is to assist students in the development or refinement of good work ethic behaviors.

These courses are taught on an As Needed schedule:

CSCI-123 IT Essentials (ITF+)	(3 credits)
CSCI-152 Computer Networks	(3 credits)
CSCI-222 Programming Language Concepts	(3 credits)
CSCI-232 Information Security	(3 credits)
CSCI-234 Digital Forensics	(3 credits)
CSCI-242 Operating Systems	(3 credits)
CSCI-244 Relational Database Design	(3 credits)
CSCI-260 Software Engineering	(3 credits)
CSCI-264 Agile Methodology	(3 credits)
CSCI-266 Disaster Recovery	(3 credits)
CSCI-290 Data Analytics (Data+)	(3 credits)
CSCI-292 Statistical Process Control	(3 credits)

Course Descriptions

CSCI-123 IT Essentials (ITF+) 3 credits

Prerequisite: None. Students will gain the knowledge and skills required to identify and explain the basics of computing, IT infrastructure, software development, and database use. In this course, students will learn the skills necessary to prepare for the CompTIA ITF+ certification.

CSCI-152 Computer Networks 3 credits

This course provides an introduction to computer networks by examining the network layer model, network management, network security and operational security.

CSCI-222 Programming Language Concepts 3 credits

An overview of the history and evolution of programming language concepts is presented. This course introduces the Python programming language. Prerequisite: programming language experience.

CSCI-232 Information Security 3 credits

Prerequisite: Overview of Computer Science (CSCI-140) or Computer Networks (CSCI-152). This course covers the 10 domains of the Information Security Common Body of Knowledge. Topics include cloud and mobile security, bring-your-own device and compliance.

CSCI-234 Digital Forensics 3 credits

Prerequisite: Overview of Computer Science (CSCI-140). This course covers the principles and techniques of modern digital forensics and legal considerations. Topics covered include: steps of an investigation, admissibility of evidence, the process of data acquisition and document analysis.

CSCI-242 Operating Systems 3 credits

Prerequisite: Overview of Computer Science (CSCI-140). This course is intended for computer science and engineering students. The course covers the fundamentals of operating systems and their design, including approaches to resource management.

CSCI-244 Relational Database Design 3 credits

Prerequisite: Overview of Computer Science (CSCI-140). This course teaches relational database design relevant to current databases, applications and best practices. The goal is to design databases that are soundly structured, reliable and flexible using database planning and by defining tables, fields, keys, table relationships, business rules and views.

CSCI-260 Software Engineering 3 credits

Prerequisite: Overview of Computer Science (CSCI-140). This course provides an introduction to software engineering and the methodology of creating dependable and secure systems.

CSCI-264 Agile Methodology 3 credits

This course examines the values, principles, framework and processes of the Agile approach as compared to the Waterfall software development methodology. The benefits of the Agile approach, the roles of participants and the impact of the entire development life cycle are reviewed.

CSCI-266 Disaster Recovery 3 credits

Prerequisite: Overview of Computer Science (CSCI-140). This course presents an overview of how to prepare, develop and implement a successful disaster recovery plan. An emphasis is placed on risk assessment, business impact assessment, recovery site planning, data backup activities, testing the plan, and updating a disaster recovery plan.

CSCI-290 Data Analytics (Data+) 3 credits

Prerequisite: College Algebra (MATH-108). Students will gain the skills required to facilitate data-driven business decisions. Areas of focus include mining data, manipulating data, visualizing and reporting data, applying basic statistical methods, and analyzing complex datasets while adhering to governance and quality standards throughout the entire data life cycle.

CSCI-292 Statistical Process Control 3 credits

Prerequisite: College Algebra (MATH-108). This course shows how to use measurements to manage and improve software processes. Quality characteristics of software products and processes can be quantified, plotted and analyzed using principles of statistical quality control. In turn, the performance of software can be predicted, controlled and guided to achieve both business and technical goals.

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.

This application includes two fully-stackable credentials. There are no multiple or alternative curricula.

- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.

The **Associate in Applied Science** degree requires a minimum of 60 credits hours. The general education requirement is 18 credit hours, and the program and elective requirement is 42 credit hours. The degree can be accomplished in four semesters by full-time students.

Semester 1 (16 credits)

CSCI-101 Introduction to Management Information Systems	3 credits
CSCI-102 Introduction to Programming	3 credits
CSCI-110 Computer Concepts and Applications	3 credits
CSCI-125 CompTIA A+ Essentials	3 credits
CSCI-126 CompTIA A+ Practical Applications	3 credits
PCDE-101 College Success or PCDE-109 Career Success	1 credit

Semester 2 (15 credits)

CSCI-150 Microsoft Networking Essentials	3 credits
CSCI-152 Computer Networks or Computer Science Elective	3 credits
CSCI-230 Security+	3 credits
CSCI-262 Project Management	3 credits
Program Elective	3 credits

Semester 3 (15 credits)

CSCI-130 Introduction to Cybersecurity	3 credits
CSCI-140 Overview of Computer Science	3 credits
Mathematics, Science, Computer Science Requirement	3 credits
Communications Requirement	3 credits
Program Elective	3 credits

Semester 4 (14 credits)

CSCI-107 Advanced Programming	3 credits
CSCI-190 Computer Ethics or Computer Science Elective	3 credits
Mathematics, Science, Computer Science Requirement	3 credits
Social Science Requirement	3 credits
Personal Wellness Requirement	2 credits

Computer Science Elective includes any other Computer Science (CSCI) course

Program Electives options include any other Computer Science (CSCI) course or any Mathematics course (MATH-107 Intermediate Algebra or above) or any core Communications (COMM) course including Salesmanship, Applied Communications, English I, Public Speaking, or Interpersonal Communications.

The **Technical Certificate Level B** requires the completion of the eleven courses (31 credit hours) and can be accomplished in two semesters by students who are studying full-time.

Semester 1 (16 credits)

CSCI-101 Introduction to Management Information Systems	3 credits
CSCI-102 Introduction to Programming	3 credits
CSCI-110 Computer Concepts and Applications	3 credits
CSCI-125 CompTIA A+ Essentials	3 credits
CSCI-126 CompTIA A+ Practical Applications	3 credits
PCDE-101 College Success or PCDE-109 Career Success	1 credit

Semester 2 (15 credits)

CSCI-150 Microsoft Networking Essentials	3 credits
CSCI-152 Computer Networks or Computer Science Elective	3 credits
CSCI-230 Security+	3 credits
CSCI-262 Project Management	3 credits
Program Elective	3 credits

Total in Cert B: 31 credits

Computer Science Elective includes any other Computer Science (CSCI) course

Program Electives options include any other Computer Science (CSCI) course or any Mathematics course (MATH-107 Intermediate Algebra or above) or any core Communications (COMM) course including Salesmanship, Applied Communications, English I, Public Speaking, or Interpersonal Communications.

- List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seek said accreditation
 - If seeking accreditation, also describe the plan to achieve it

The program is not specifically accredited by any external agency or organization. However, it does prepare students for relevant industry certifications: CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Project+, CompTIA ITF+ (supporting coursework under development), CompTIA Data+ (supporting coursework under development).

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program.

According to the college's Faculty Qualifications policy, at minimum, for an instructor to teach courses designed to transfer to a four-year university, qualifications include a Master's degree in Computer Science or a Master's degree in with 18 credit hours of graduate study in Computer Science. For an instructor to teach a technical course, instructors must generally have a Bachelor's degree or a combination of other credentials including, but not limited to, an Associate's degree in the field, recognized industry certification, or a minimum of 4,000 work hours in a related industry.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation,

etc.).

This application's total estimated costs for two years is \$196,733, \$167,483 of which is included in the college's Title III HSI STEM Grant received in October 2021. An additional \$29,250 in faculty compensation comes from an existing full-time faculty member, which is in the college's current budget and not considered "new" money. For the immediate future, this program application does not represent a net cost to the institution.

- Provide detail on **CA-1a form**.
- Provide Excel in CTE fee details on the **CA-1b form**.
The college does not plan on collecting any fees from high school students.
- If the program is requesting Perkins funds, provide details on the **CA-1c form**.
- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.
- Describe any grants or outside funding sources that will be used for the initial start up of the new program and to sustain the proposed program.

Program Review and Assessment

- Describe the institution's program review cycle.

Garden City Community College's Comprehensive Program Review is aligned with the Strategic Planning process placing programs on a five-year rotation schedule. Programs review the five previous years of disaggregated outcomes and departmental data for an in-depth evaluation of where the program has been and where it stands at the point of review. A five-year plan for the future is then created based upon the evidence from the evaluation. This future plan feeds into the annual assessment process for the program. Results from program reviews directly impact the budgetary and curricular goals of the programs, departments, and institution ensuring data driven priorities are funneled into the annual planning process and report for future

expenditures, hire, reductions, plans, etc. Programs also align changes to curricula and planning as a result of this rigorous comprehensive process.

GCCC's assessment processes and methodologies were adapted from the Assessment 101 model, which has been used successfully for over a decade at many schools. Although GCCC faculty chose to modify processes and templates to fit institutional culture, they retained the core practices represented in this model: (1) develop quality outcomes; (2) identify multiple measures (direct and indirect) to measure student learning on those outcomes; (3) establish pre-determined targets for overall student performance on the measures; (4) devise appropriate strategies for data collection that are reasonably representative of the student population (and include program majors only for program assessment); (5) ensure that all intended data are collected; (6) analyze and interpret data to identify factors that led to results that were observed; (7) identify and implement action plans aimed at improving student learning and track results across cycles; and (8) integrate assessment results and resource needs from related action plans into budget and planning processes at the program, department, and institutional levels. Additionally, faculty ensure that assessment occurs in a consistent manner across instructional locations and modalities, including distance learning and dual enrollment high school courses.

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - o Program Advisory Committee

(including a list of the business and industry members)

- o Curriculum Committee
- o Governing Board (We will need to get these from Jodie)

(including a list of all Board members and indicate those in attendance at the approval meeting)

Submit the completed application and supporting documents to the following:

Director of Workforce Development

Kansas Board of Regents

1000 SW Jackson St., Suite 520

Topeka, Kansas 66612-1368

Topic: Approval of the Robotics Certificate B and AAS

Presenter: Dr. Ryan Ruda

Background Information:

As a part of the Title III HSI STEM grant, the college is seeking approval to add a Certificate B, an AAS, and an AS in Robotics and Mechatronics Technology.

The goal of these program offerings is to provide two pathways for students to study the field of robotics:

- 1) A technical pathway (Certificate B and AAS). This technical pathway would prepare students for entry into industry immediately after leaving GCCC.
- 2) A transfer pathway (Associate in Science). The transfer pathway would be designed to prepare students to transfer at the Junior level at institutions such as Wichita State University and Fort Hays State University.

Students within these programs would be prepared for an industry certification in Smart Automation Certification Alliance (SACA).

The Kansas Department of Labor’s occupational overview for Electro-Mechanical Technicians (17-3024) indicates 195 current job postings in the state as of November 10, 2022. The 2020-2030 long-term occupational projections does not have data available on occupational growth, replacement rates, est. Annual mean wages are \$51,659, and annual median wages are \$52,651. This same long-term data indicates typical required education is an Associate’s Degree. Data compiled from public sources by JobsEQ estimates 104 annual openings for this occupation.

The College’s Curriculum and Instruction Committee approved the program at their October 18, 2022 meeting. Board approval will result in the College submitting a formal application for program approval to the Kansas Board of Regents in February.

Recommended Board Action:

Approve the Robotics and Mechatronics Technology Certificate B and AAS program options.

New Program Request Form

CA1

General Information

Institution submitting proposal	Garden City Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Marc Malone, Vice President for Instructional Services, 620-276-9597 marc.malone@gcccks.edu
Identify the person responsible for oversight of the proposed program	Chuck Pfeifer, Dean of Tech. Ed. and Workforce Development 620-276-9521 chuck.pfeifer@gcccks.edu
Title of proposed program	Robotics and Mechatronics Technology
Proposed suggested Classification of Instructional Program (CIP) Code	15.0405 Robotics Technology
CIP code description	A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using robots. Includes instruction in the principles of robotics, design and operational testing, system maintenance and repair procedures, robot computer systems and control language, specific system types and applications to specific industrial tasks, and report preparation.
Standard Occupation Code (SOC) associated to the proposed program	17-3024 Electro-Mechanical Technicians
SOC description	Operate, test, maintain, or adjust unmanned, automated, servomechanical, or electromechanical equipment. May operate unmanned submarines, aircraft, or other equipment to observe or record visual information at sites such as oil rigs, crop fields, buildings, or for similar infrastructure, deep ocean exploration, or hazardous waste removal. May assist engineers in testing and designing robotics equipment.
Number of credits for the degree <u>and</u> all certificates requested	Certification Level B requiring 36 credit hours AAS requiring 65 credit hours
Proposed Date of Initiation	Fall 2023
Specialty program accrediting agency	None at this time.
Industry certification	Smart Automation Certification Alliance (SACA)

Signature of College Official _____ Date _____

Signature of KBOR Official _____ Date _____

Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, industry support letters, CA1-1a form).

Institutions requesting subordinate credentials need only submit the following sections:

1) General Information, 2) Program Rationale, 3) Complete catalog descriptions (including program objectives) for the proposed program, 4) List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program, 5) List any pertinent program accreditation available (rationale for seeking or not seeking accreditation and plan to achieve accreditation), and 6) Program Approval at the Institution Level.

Program Rationale

- Provide an overall explanation and background surrounding the development of the proposed program. Include where the idea came from, who was involved, and why the program is needed.

In 2020 Garden City Community College applied for and received funding for a Title III grant through the United States Department of Education. The purpose of the grant is to support STEM education, specifically in underserved racial/ethnic populations. This grant supports the creation of three new high-need programs, including this application for a Robotics and mechatronics Technology program. The new programs seek to increase the number of Hispanic and low-income students earning STEM degrees.

Program Description

- Provide a complete catalog description (including program objectives) for the proposed program.

Associate of Applied Science -65 Credit Hours

The Associate of Applied Science degree in Robotics and Mechatronics Technology is a cross disciplinary program that focuses on automation and control of mechanical systems. The program emphasizes the development of skills in the areas of electronics, mechanics, and computer science. Students get a hands-on experience in working with physical implements (motors, programmable logic controllers, pneumatics), connecting those implements to electrical (AC and DC) systems, and working with the fundamentals of computer programming for automation. Students also take robotics classes allowing students to set up and integrate robotics systems for small- and large-scale operations. Through the Smart Automation Certification Alliance (SACA), students will have the opportunity to earn industry certificates which validate their learning and can lead to additional opportunities in the workforce. The AAS includes general education courses that emphasize effective communication, problem-solving, and instilling work ethic.

PLO 1: Install, configure, and troubleshoot automation technology including but not limited to robotics, AC and DC motors, circuitry, and PLC's.

PLO 2: Develop systems that utilize actuators, sensors, and control to automate a process

PLO 3: Analyze production processes to determine opportunity and need for robotics integration

PLO 4: Determine capabilities and limitations of robotics and automation technology for specific application.

PLO 5: Follow safety practices and perform risk assessment on robotic technology

PLO 6: Communicate technical information and solutions effectively both verbally and in writing.

PLO 7: Understand how to interface and network connected devices for control and data processing

PLO 8: Formulate solutions to ill-defined problems

PLO 9: Assess security risks and weaknesses in a cyber-physical system

Certificate B-36-credit hours

The Certificate in Robotics and Mechatronics Technology is a cross disciplinary program that focuses on automation and control of mechanical systems. The program emphasizes the development of skills in the areas of mechanics, and computer science. Students get a hands-on experience in working with physical implements (motors, programmable logic controllers) and working with the fundamentals of computer programming for automation. Students also take robotics classes allowing students to set up and integrate robotics systems for small- and large-scale operations. Through the Smart Automation Certification Alliance (SACA), students will have the opportunity to earn industry certificates which validate their learning and can lead to additional opportunities in the workforce.

PLO 1: Install, configure, and troubleshoot automation technology including but not limited to robotics, AC and DC motors, circuitry, and PLC's.

PLO 2: Develop systems that utilize actuators, sensors, and control to automate a process

PLO 3: Analyze production processes to determine opportunity and need for robotics integration

PLO 4: Determine capabilities and limitations of robotics and automation technology for specific application.

PLO 5: Follow safety practices and perform risk assessment on robotic technology

PLO 6: Communicate technical information and solutions effectively both verbally and in writing.

- List and describe the admission and graduation requirements for the proposed program.

There are no specific entrance requirements for this program. Institutional requirements are described below:

Institutional Requirements:

1. Application for admission
2. Official Highschool/home-school transcript, including final grades, grade point average, class ranking (if available), and graduation date, or an official copy of GED scores.
3. Official transcript from each university/college attended

- All first-time students are required to take a placement assessment through the Mary Jo Williams Assessment Center located in the SCSC.
 - Applicants are strongly advised to take the ACT assessment for scholarship, advising, and counseling purposes (GCCC’s ACT code is 14714)
 - Official transcripts must be mailed by the issuing institution or transmitted electronically directly to the GCCC admissions office. Hand-carried, faxed, or emailed copies are not acceptable.
 - A complete medical form is required for all students in the nursing, cosmetology programs, and for residential hall residents and athletic program participants. Students in these areas will be advised according to departmental policy and the appropriate forms will be provided.
4. Student health requirements – Tuberculosis (TB)
 In accordance and compliance with the TB Risk Assessment Law (Kansas Statute K.S.A. 65-129e), all Garden City Community College students who have traveled, resided in for more than three months, or were born in any country where Tuberculosis (TB) is endemic as identified by the Centers for Disease Control and Prevention must provide TB test results prior to attending class/completing enrollment. Any student who is not in compliance with the applicable State of Kansas Statute is not eligible to attend classes, enroll for classes, or obtain an official academic transcript or records until the student is compliant with the requirements. All students must complete the TUBERCULOSIS SCREENING QUESTIONNAIRE and if required, obtain a completed/approved Certificate of Health Form from the Finney County Health Department or other approved Health Care Provider.
5. Graduation requirements:
 Students will receive a Certificate B or an AAS degree if they complete the courses listed under “Program Information” below with a “D” or higher.

Demand for the Program

- Using the Kansas Department of Labor’s Long Term Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections: occupational growth, occupational replacement rates, estimated annual median wages, and typical education level needed for entry.

The Kansas Department of Labor’s occupational overview for Electro-Mechanical Technicians (17-3024) indicates 195 current job postings in the state as of November 10, 2022. The 2020-2030 long-term occupational projections does not have data available on occupational growth, replacement rates, est. Annual mean wages are \$51,659, and annual median wages are \$52,651. This same long-term data indicates typical required education is an Associate’s Degree. Data compiled from public sources by JobsEQ estimates 104 annual openings for this occupation.

- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.

Locally, letters of support from industry partners such as Dairy Farmers of America, Sunflower Electric, and Empirical Foods note their use of “the latest and advanced automation technologies” in their operations. Letters of support from these industry partners are included in the Appendix of this application.

- If the program/coursework will be made available to high school students, provide letters of support from local high schools and/or districts that intend to participate.
We will provide letters of support from local high schools as attachments to this application.

- Describe how the Perkins Comprehensive Local Needs Assessment supports the program initiation.

The most recent Comprehensive Regional Needs Assessment completed in February 2022 indicates that “schools in the region desire to provide students with ‘advanced’ skills to allow them opportunities beyond entry-level work.” (p 11). Local food manufacturers are interested in this program because their existing industrial processes all involve highly-mechanized, automated, computer-based, and web-connected processing systems, and this program would provide students with training for these types of jobs. Empirical Foods, for example, is a technology-based company that specializes in ground beef production. Empirical is building a plant in Garden City that will employ over 500 people from the region, and many of those employees will need trained in areas such as robotics, mechatronics, electronics, and more.

- Describe/explain any business/industry partnerships specific to the proposed program.

If a formal partnership agreement exists, agreement explaining the relationship between partners and documenting support to be provided for the proposed program must be submitted to the Board office independent from the CAI materials for review purposes. The agreement will not be published or posted during the comment period.

No formal business/industry partnerships exist at this time.

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.

Manufacturing --- Academic Year 2020

CIP Code	Program Name	Institution	Award	Total # Declared Majors	Total # Concentrators	Total # Pursuing Additional Education	Total # Graduates	Total # Graduates Exited	Total # Graduates Exited & Employed	Average Wage: Graduates Exited & Employed	Median Wage: Graduates Exited & Employed
15.0405	Robotics Technology/Technician	Wichita State University Campus of Applied Sciences and Technology	Assoc/Cert	24	21	15	5	*	*	NR	NR

- Was collaboration with similar programs pursued:
 - Please explain the collaboration attempt or rationale for why collaboration was not a viable option.

As the only technical institution in Kansas to offer a Robotics Technology program, representatives from WSU Tech provided support to Garden City Community College by

offering advice on program development. WSU Tech also provided a tour of the labs and equipment they use in their robotics program.

Since the Wichita area has a strong aviation sector, while Southwest Kansas has food production and agriculture, the use of robotics technology is relevant in both sectors. This also provides a complimentary collaboration where each institution has a different industry with similar skills sets within their geographic range.

Program Information

- List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program.

The following classes will be offered for the AAS program:

INPR – 114 (OSHA 10):

This course provides the understanding of different types of process control systems like temperature, flow, and level control. The course includes process control principles, thermocouples, RTDs, temperature measurement devices, ON/OFF temperature controlled, programmable process heat controllers, transmitters, process loop test and operate system found in industrial application.

CSCI- 102 (Introduction to Programming)

This course is recommended for computer science majors. It covers the basic logic required to design and develop good logical computer programs. Course topics include hardware and software configurations as well as the concepts of program logic, top down design, and structured programs. This course may be taken concurrently with Introduction to Management Information Systems.

ROBT-110 (Design Thinking in STEM)

This course provides a framework for applying design thinking in approaching innovation and problem solving in STEM. The course focuses on the process, the tools, and the technology to create solutions to design challenges. Students work in teams to develop ideas, create prototypes, and communicate solutions. Access to digital fabrication technology such as 3D printers and laser cutters, and CAD software support students' efforts.

ROBT-100 (Basic Electronics)

This course covers DC electronics and introductory AC electronics including basic electron theory, magnetism, basic physical laws, resistance, simple electronic instruments, and series and parallel circuit analysis. Circuits are constructed during laboratory exercises and tested to emphasize concepts. This course also introduces students to basic electrical components and their characteristics, circuit schematics, and basic analysis of series and parallel DC circuits. Hands-on labs help guide student learners to assimilate this material.

MATH - ### (Math Elective)

College Algebra or above recommended.

PCDE (Student Success Elective)

PCDE 101 or 106 – College Success or Career Success

ROBT-120 (Intro to Robotics & embedded systems)

Prerequisite: Basic Electronics. Introduction to microcontrollers, robotics, and automation through hands on training using a small-scale robot and other components. Students will learn about the working principles of motor drivers, motor control, signal transmission, and autonomous control. Students will build, test, program, and troubleshoot their robots using, among other things, the Arduino and Raspberry Pi platforms. Applications of the technology across industries will be explored.

CSCI-140 (Overview of computer Science)

An overview of computer science is presented in areas of Net- working, Software, Operating Systems, Computer Architecture and Algorithms. The course also examines some of the ethical and legal aspects of Internet security, software engineering and database technology.

INPR-131 (Shop operations)

Prerequisite: OSHA 10 (INPR-114). This introductory level course is designed to instruct students in the basic skills necessary to all occupations in the Construction, Manufacturing, and Transportation areas. This lecture/ lab course also introduces the student to the form and function of shop operations for the industrial maintenance craftworker. The emphasis for this course will be on safety, tools, fasteners, and layouts used in the shop by industrial maintenance craftworkers.

HPER (Personal Wellness Elective)

Social Science Elective

Communication Elective

PSYC 101 (General Psychology) or SOCI 102 (Intro to Sociology)

INPR-160 (Fluid Power 1)

Prerequisite: OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course provides fundamentals of pneumatics, air compressors, control valves, pneumatic cylinders, electropneumatic controls; and basic pump principles, working of centrifugal pumps, magnetic drive pumps, diaphragm pumps, metering pumps, and pump seals. Students learn how to operate, install, troubleshoot, analyze performance, and design basic pneumatic systems and pump systems

INPR-190 (Industrial PLC's)

Prerequisite: OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course introduces the use of Programmable Logic Controls (PLCs). Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Participants may select either processor in programming basic bit-level logic functions, timers, and counters. Sequential programming techniques are also introduced on problems simulating

industrial situations. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

INPR – 231 (Fundamentals of motor control)

Prerequisite: OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course covers the principles of AC and DC motors, motor control, and general machine operations in a complex mechatronic system. Students will learn the functions and properties of machine control elements and the roles they play within the system. Topics covered will include general machine operations and motor control techniques; mechanical components and electric drives; motor sensors, braking and loads; motor efficiency and power; preventive measures and troubleshooting techniques. Technical documentation such as data sheets, circuit diagrams, schematics, displacement step diagrams and function charts are also covered. By understanding and performing measurements on motors and motor control circuits, students will learn and apply troubleshooting strategies to identify, localize, and correct malfunctions. Safety issues within the system are also discussed.

ROBT-130 (Automated Systems and Robotics)

The introductory level class prepares individuals to operate industrial robots and other industry 4.0 technologies in a modern production environment. Students learn to set up industrial robots and end-effectors, create test points, and design simple robot programs for different applications. Ethernet and network communication of robotics will also be discussed. After taking this class students will have the knowledge to pass the SACA Certified Industry 4.0 Associate III - Robot System Operations exam and become certified.

CSCI-150 (Networking Essentials)

Learn to install, configure, manage, and troubleshoot basic networks of any size and prepare for an entry-level networking career in the IT industry. Students learn the foundations of network design and management, focusing on the media, topologies, protocols, and standards upon which modern networks are built. This class prepares students to pass the CompTIA Network+ industry exam and provides a foundation for more advanced courses in Microsoft and Linux client/server networking.

INPR-170 (Fluid Power 2)

Prerequisite: OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course focuses on understanding of hydrodynamics, hydraulic principles, hydraulic circuitry and diagrams, piping, hydraulic valves and actuators, accumulators, hydraulic circuit maintenance, and fluid maintenance. Students learn to operate, install, analyze performance, and design hydraulic and electrohydraulic systems.

INPR – 233 (Variable Speed Motors)

Prerequisite: OSHA 10 (INPR-114) and Shop Operations (INPR-131). This course introduces variable frequency drives (VFDs) and servo drive technology. Topics includes the purpose of VFDs, general operating principles, analog and digital servo drives, and characteristics of practical servo systems. The lab enables students to program, test, and run drives and motors, as well as how to remove and replace servo drives. Upon completion, students will be able to apply principles of VFDs and servo drives.

CSCI – 262 (Project Management)

This course introduces project management fundamentals and a framework for managing information technology projects. Project management knowledge areas and process groups are

reviewed. The course provides preparation for employment in industry and for project management certification.

ROBT-200 (Mobile Robots and Vision Systems)

Prerequisite: Automated systems and robotics, Intro to Robotics and Embedded Systems, and Introduction to Programming (CSCI – 102). This course is a continuation of Robotics and Embedded Systems. It introduces autonomous and semi-autonomous mobile robots and vision systems along with their applications. Students will program, adjust, monitor, and operate industrial autonomous mobile robot (AMR) systems. Students will explore and implement navigation, path planning, and obstacle avoidance systems and algorithm. Concepts related to artificial intelligence for navigation and robot decision making will also be covered. This course will help prepare students for the SACA certification exam in mobile robots as well as vision systems.

CSCI 107 (Advanced Programming)

Prerequisite: One of the entry level programming courses or permission of instructor. This course covers disk file structure, creation, and management. Course is placed on logic methods of data file use. Topics include utility programs, and file types within a specific language. This course may be repeated as computer languages change.

CSCI 230 (Security+)

This class introduces students to computer network vulnerabilities and threats and how to safeguard computer networks from those vulnerabilities and threats. This course will expose the student to network security planning, network security technology, network security organization and the legal and ethical issues associated with network security. In this course, students will learn the skills necessary for Security+ certification.

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.

Minimum Credit Hours Required for Certificate = 65 (AAS)

Semester 1		15 or 17 hours
Course No.	Course Title	Credit
INPR - 114	OSHA 10	1
CSCI- 102	Introduction to Programming	3
ROBT-110	Design Thinking in STEM	3
ROBT-100	Basic Electronics	4
MATH - ###	Math Elective	3/5
PCDE	Student Success Elective	1

Semester 2		17 hours
Course No.	Course Title	Credit
ROBT-120	Intro to Robotics & embedded systems	3
CSCI-140	Overview of computer Science	3
INPR-131	Shop operations.....	2
HPER	Personal Wellness Elective	2
AAAA-000	Social Science elective	3
AAAA-000	Communication Elective	3

Semester 3		17 hours
Course No.	Course Title	Credit
INPR-160	Fluid Power 1.....	2
INPR-190	Industrial PLC's	3
INPR - 231	Fundamentals of motor control.....	3
ROBT-130	Automated Systems and Robotics	3
CSCI-150	Network Essentials	3
AAAA-000	Communication Elective	3

Semester 4		17 hours
Course No.	Course Title	Credit
INPR-170	Fluid Power 2.....	2
INPR - 233	Variable Speed Motors	3
CSCI - 262	Project Management	3
ROBT-200	Mobile Robots and Vision Systems.....	3
CSCI 107	Advanced Programming	3
CSCI 230	Security +	3

Minimum Credit Hours Required for Certificate = 36 (Certificate)

Semester 1		14 hours
Course No.	Course Title	Credit
INPR - 114	OSHA 10	1
CSCI- 102	Introduction to Programming	3
ROBT-100	Basic Electronics	4
MATH - ###	Math Elective	3/5
CSCI-140	Overview of computer Science	3

Semester 2		11 hours
Course No.	Course Title	Credit
ROBT-120	Intro to Robotics & embedded systems	3
INPR-131	Shop operations.....	2
ROBT-130	Automated Systems and Robotics	3
CSCI 107	Advanced Programming	3

Semester 3		11 hours
Course No.	Course Title	Credit
INPR-160	Fluid Power 1.....	2
INPR-190	Industrial PLC's	3
INPR - 231	Fundamentals of motor control.....	3
ROBT-200	Mobile Robots and Vision Systems.....	3

- List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seeking said accreditation.

A few options for accreditation exist such as through the Association of Technology, Management, and Applied Engineering (ATMAE) and the Accreditation Board for Engineering and Technology (ABET). However, those organizations are targeted towards more established programs rather than new ones. While we prepare students for industry credentials through certificate options, we will reevaluate accreditation options after the program has been established.

- If seeking accreditation, also describe the plan to achieve it.

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program. According to the college's Faculty Qualifications policy, at minimum, for an instructor to teach courses designed to transfer to a four-year university, qualifications include a Master's degree in Engineering, Math, Physics, or associated program or a Master's degree with 18 credit hours of graduate study in Engineering, Math, Physics, or associated program. For an instructor to teach a technical course, instructors must generally have a Bachelor's degree or a combination of other credentials including, but not limited to, an Associate's degree in the field of robotics, engineering, math, physics or related field, recognized industry certification in those same fields, or a minimum of 4,000 work hours in a related industry.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).
- Provide detail on **CA-1a form**.
- Provide Excel in CTE fee details on the **CA-1b form**.
- If the program is requesting Perkins funding, provide details on the **CA-1c form**.
- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.
- Describe any grants or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.

Program Review and Assessment

- Describe the institution's program review cycle.

Garden City Community College's Comprehensive Program Review is aligned with the Strategic Planning process placing programs on a five-year rotation schedule. Programs review the five previous years of disaggregated outcomes and departmental data for an in-depth evaluation of where the program has been and where it stands at the point of review. A five-year plan for the future is then created based upon the evidence from the evaluation. This future plan feeds into the annual assessment process for the program. Results from program reviews directly impact the budgetary and curricular goals of the programs, departments, and institution ensuring data driven priorities are funneled into the annual planning process and report for future expenditures, hires, reductions, plans, etc. Programs also align changes to curricula and planning as a result of this rigorous comprehensive process.

GCCC's assessment processes and methodologies were adapted from the Assessment 101 model, which has been used successfully for over a decade at many schools. Although GCCC faculty chose to modify processes and templates to fit institutional culture, they retained the core practices represented in this model: (1) develop quality outcomes; (2) identify multiple measures (direct and indirect) to measure student learning on those outcomes; (3) establish pre-determined targets for overall student performance on the measures; (4) devise appropriate strategies for data collection that are reasonably representative of the student population (and include program majors only for program assessment); (5) ensure that all intended data are collected; (6) analyze and interpret data to identify factors that led to results that were observed; (7) identify and implement action plans aimed at improving student learning and track results across cycles; and (8) integrate assessment results and resource needs from related action plans into budget and planning processes at the program, department, and institutional levels. Additionally, faculty

ensure that assessment occurs in a consistent manner across instructional locations and modalities, including distance learning and dual enrollment high school courses.

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - Program Advisory Committee
(Including a list of the business and industry members)
 - Curriculum Committee
 - Governing Board
(Including a list of all Board members and indicate those in attendance at the approval meeting)

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

Policy Title: Work Preparedness

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.

Reviewed annually.

This policy adopted on December 13, 1995

Reviewed

Revised

Review/Revised

Review/Revised

1.19.2013

October 2022 Activity Board Report

Human Resources Board Report

New Employees:

Jeffery Mitchell, Executive Director of Endowment Association, Effective October 17, 2022.

Stephanie DeLoach, Apprenticeship Coordinator and Assistant to Instructional Services, effective November 1, 2022.

Antonio "La Mar" Turner, Campus Safety Officer, effective November 7, 2022.

Filled Position (s)

Chemistry Faculty, Cornelius Kristalyn, effective, January 9, 2023.

Internal Transfers:

None

Resignations/Separations/Retirement:

Bryce Deeringer, 2nd Assistant Soccer/Residential Life Coach, effective, November 1, 2022.

There are currently sixteen (16) open posted positions at which seven (7) are adjunct positions.

Open Positions:

Administrative- Student Services

Director of Library Services

Library Associate

Admissions Representative

Bus Driver

Groundskeeper

Technical Recruiter/Advisor

Title IX Coordinator

Athletics

Assistant Volleyball Coach

Instruction (Faculty)

Fire Science Faculty

Adjunct Positions:

English Adjunct

English Composition Online Adjunct Instructor

Languages Adjunct Instructor

Psychology and Social Sciences Online Adjunct instructor

Auto Tech Adjunct instructor
American History Online Adjunct instructor
Interpersonal Communication Online Adjunct Instructor

Projects for the Human Resources Department include:

- Human Resources Webpage
- New Employee Orientation
- Professional Development
- Training Calendar- Safe Colleges-Vector Solutions
- HR Newsletter Revisions- Employee Resources

Registrar's Office

A few ramblings...

- Our office has received a total of 174 Applications for Graduation for the 2022-23 academic year so far (85 for Fall 2022, 88 for Spring 2023, and 1 for Summer 2023). We are in the process of completing preliminary degree audits (for Fall 2022) and will notify students and advisors of any discrepancies.
- We have also been working with Institutional Research Office with data validation for reporting purposes. The main focus for this has been centered around student programs/majors.
- Course schedules are now available for the Spring 2023 semester, and registration started on November 1. Open enrollment begins on November 15 for new and returning students.

We have been involved with the following over the past month:

- Review sessions for the HLC accreditation site visit scheduled for November 7-8.
- Review of Student Services policies

CAMP

CAMP Scholarship Program just completed the final list of awards offered to students this FALL semester. A total of \$33,000 in scholarships was offered to 21 students.

The total number of students served by GCCC is 20 per grant every semester. However, more students can be added to the program when funding is available.

Recruitment, retention, and referrals of students planning to transfer to other schools have also been part of the activities this semester, including visits to other schools and programs.

CAMP also participated in a Financial Aid Workshop at GCHS and Student Support Services activities.

Campus Health

Nurse will attend Heartland Safety Summit/Jana's Campaign.

Events:

Stress/Anxiety November 15th

Upcoming events:

Holiday Blues December 6th

November Highlights

Tree Lighting Event: December 1st

- Event for All Students
- Downstairs of BTSC at 7:00 pm
- Snacks, treats, and activities

Club/Organization Tree Decorating

- Clubs/Organizations will be decorating trees for the Community Christmas Party

Salvation Army: Register to Ring

- Clubs/Organizations have been given the opportunity volunteer to ring for the Salvation Army

