

Financial Reports

Jill Long introduced and moved the adoption of the following resolution:

RESOLVED, that the receipt of the Financial Reports for the month ending December 31, 2017 are hereby acknowledged and the Treasurer is directed to file said reports with the financial records of the college for audit, according to the policies of the Board of Trustees and the Statutes of the State of Kansas.

The motion was seconded by Ned Graham and carried.

Bill & Claims

Ned Graham introduced and moved the adoption of the following resolution:

RESOLVED, that the approved fiscal officers of the College are hereby authorized and directed to execute payment of all bills and claims as presented herein:

Financial Aid Funds/Student Refund Check \$88,834.78 (net \$85,643.08). General Operating Activities disbursement include Foundation \$1,966.18(net \$1,966.18); College Operating \$1,128,416.77 (net \$1,106,913.66) and Federal Funds \$3,233.57; for a total written of \$1,133,616.62 (net \$1,112,113.51). Additionally, the Vice President of Finance and Administration has provided a reconciliation of the summary written checks of bills and claims to the detailed written checks of bills and claims report for the month ending December 31, 2017. Vice President of Finance and Administration is, hereby, directed to file the purchase requisitions, purchase orders, and all supporting documents for audit according to the policies of the Board of Trustees, and the Statutes of the State of Kansas.

The motion was seconded by Bob Juden and carried.

Communications

1) Dr. Rittle provided a College update:

- Recognized Chair Foster for serving her first meeting as Board Chair.
- Recognized Bob Juden for his exemplary service as Chair of the Board for the last 18 months.
- Six of our current Board members were recently sworn in by the Clerk of the Board and Notary Public, Tiffany Vollmer, on January 8.
- Enrollment for the spring semester continues to climb.
- Local Cowley County residents receive a 10% reduction in tuition and fees that outside citizens do not receive. The College provides stimulus to the local economy, added entertainment with sporting events and the performing arts, as well as additional security support from our student patrol. Local civic groups use our facilities, including the Arkalalah festivities and workforce training.
- Stressed the importance of being responsible for our entire service area, not just Cowley County or the main campus.
- Cowley County has the 3rd lowest mill levy out of the 19 community colleges.

- The college is working hard to maintain fiscal responsibility and while still providing a quality education at an affordable rate.
- 2) Jessica Lucas, Government Affairs Liaison, provided a Legislative Update.
 - 3) Cowley County citizen Michael Bergagnini addressed the recent approval to add a Bowling program at the Mulvane campus. Bergagnini asked the Board to reconsider their decision to approve the addition of the program, or to require the President to provide proof that the program is successful at the January 2019 Board meeting.
 - Athletic Director, Shane Larson shared the incentives/justification for adding the program.
 - 4) Thank you to Cowley College from Cowley County United Way
 - 5) Thank you to Bob Juden and Dr. Rittle from Jon Seibert
 - 6) Thank you to Bob Juden and Dr. Rittle from Tammy Fuentez
 - 7) Thank you Cowley College from Lucas Hunzinger
 - 8) Thank you to Cowley College from Linda Fund

**Board
Reports**

- 1) Jill Long introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees authorize Chair Foster to sign the documents related to the transfer of ownership of the Carver Park property from the City of Arkansas City to Cowley College.

The motion was seconded by Bob Juden and carried.

- 2) On January 9, 2018, a naming advisory committee met to review the request of naming the Cowley College Recreational Center in honor of Linda Adams Hargrove. The Committee was comprised of representatives according to Board Policy and Administrative Procedure related to Naming College Facilities, Programs, and Events. Chair JoLynn Foster served as the Board of Trustees representative on this committee.

After careful review and consideration of documentation provided by the requesting parties, the naming advisory committee unanimously recommended the Cowley College Recreational Building be named the Linda Adams Hargrove Athletic Center, in honor of Coach Linda Hargrove.

- Gary Wilson introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees accept the naming advisory committee's recommendation as presented.

The motion was seconded by Jill Long and carried.

**Adminis-
trative
Reports**

The following Administrative Reports were reviewed:

- 1) Dr. Gloria Walker, VP of Finance and Administration, presented procurement items for approval.

Knowlura, formerly known as BEST, proposed the termination of the agreement between Knowlura and Cowley College effective December 31, 2017. The agreement was for enrollment services including marketing for the Online NDT Program. In accordance with the agreement, Knowlura and Cowley College would share all tuition from any and all students enrolled in the program(s) or courses of study at any time prior to the termination of the agreement. According to Section IV(A)(3) of the agreement, both parties have mutually agreed to the terms and conditions of termination. Knowlura requests a termination payment of \$80,000 after discounting their portion (50%) of the remaining tuition expected from 62 students of \$206,550 by 20% drop rate and an additional 50% discount.

Administration requested Board of Trustee approval to negotiate and execute a final termination agreement and final termination payment to Knowlura, for a price not to exceed \$80,000.

Bob Juden introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustee authorize the College to negotiate and execute a final termination agreement and final termination payment to Knowlura, for a price not to exceed \$80,000.

The motion was seconded by Glennis Zimmerman and carried.

Administration requested Board of Trustee approval to purchase the entire signage/wayfinding package for the Ark City campus as noted above. The Board of Trustees approved financing \$266,205 of the anticipated signage cost through a 36-month capital finance lease with University Leasing/CalFirst in October 2017. The Board of Trustees approved paying the capital finance lease with the Capital Outlay Mill Levy (COM) at an annual cost of \$159,829.73. The projected annual COM is \$324,000.00 and is the amount requested in the State Appropriation Budget. The administration recommends paying the residual cost of the signage (\$144,020.00) for the residual COM revenues.

Jill Long introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve the purchase of the entire signage package as noted above.

The motion was seconded by Brian Sanderholm and carried.

Additionally, Dr. Walker provided an update of the construction for the Wellington campus. The project is on schedule for the Tech Center to open in the fall of 2018.

- 2) Devin Graves, provided an Academic Affairs update on behalf of Dr. Harold Arnett. The Blackboard online distance learning team continues to upgrade our online learning management system with a recent upgrade taking place on January 11. Tutor.com served 111 students with over 70 hours of tutoring in various subjects in the month of December. Shelby Huddleston, Director of Instructional Technology, attended the MoKanSan conference in Kansas City on January 8. Also reported was the final results of the winter session. 105 students participated in the mini semester, 53.9% completed the classes with an A while 18.3% of students finished with a B. The majority of the students who took two classes were successful.
- 3) Dr. Kori Gregg, VP of Institutional Advancement, shared news of a successful year end campaign. Foundation giving is up significantly from previous years, with the College receiving \$400,000 more in donations this year than last. The Foundation recently went to the Square, for online donations, making it more convenient to accept donations. The department has been working hard to start an alumni association. Marketing along with the housing department are developing 3D virtual modeling of Cowley housing, allowing us to digitize our dorm spaces for a virtual tour. 78% of Cowley.edu users are now coming in through our mobile site, while only 23% of new users have come from desktop computers. 33% of users who have downloaded the CowleyGo app are staying in, showing frequent use.
- 4) Paul Erdmann, VP of Information Technology, provided an IT update. The department completed a major Jenzabar EX and JICS update over Christmas break. After several failed attempts, the third attempt to upgrade was successful. IT staff remoted in over break to upgrade individual machines so that staff would be fully functioning when they returned to work. The department has successfully replaced 450 desktop computers in 9 weeks. In 4 years, the department has replaced the entire IT infrastructure at the College, leaving only the AV technology projectors to be updated. Paul gave kudos to the IT team for taking on all of the projects while keeping up with work tickets. The Jenzabar expert position is still open.
- 5) Kristi Shaw, Executive Director of Enrollment Management, shared the current enrollment numbers. Enrollment is sitting 2,395 students as of tonight, up from 2,347 just this morning. Kristi elaborated on the NDT program, which always has a waiting list for face to face classes. The department will have to become creative with online recruitment for NDT, with the ending of the Knowlura/Best contract. Kristi and her team met today with advisors to tweak the first year experience. Recruitment has a new process that will be starting next week. The Cowley webmaster has added a new button to the website allowing users make a virtual appointment with an advisor.

- 6) Chris Hollon, Executive Director of Institutional Effectiveness, discussed the overview of the recent HLC conference and strategic planning at the welcome back in-service held on January 12. The finalized strategic plan will be brought forward to the Board in May or June for implementation in July. Additionally, the IPEDS data is in the process of completion for the winter collection, and the KBOR follow up data is being collected from Perkins eligible programs and will be reviewed and completed by February.

- 7) Shane Larson provided a Student Affairs update on behalf of Jason O'Toole. As of the end of December, dorms were at 92% capacity. Student life counselor, Ashley Demaree has returned from maternity leave and is now seeing students. Cold weather has delayed the process of completing the outdoor basketball courts, but they are scheduled to be finished by spring.

- 8) Dr. Kori Gregg presented a Sumner Campus update on behalf of Janet Grace. Jan continues to connect with Sumner County community and is working diligently to find donors for the naming of spaces for the Sumner Campus.

- 9) Deborah Layton, Faculty Liaison, recognized the group of faculty who have been continuing their educations and professional development. The Criminal Justice department has entered into an MOU with the City of Winfield and will be extending student patrol services into Winfield to help establish more of a presence there. Also mention was the substantial success rate of the students who've utilized the Cowley Writing Center.

- 10) Shane Larson, Athletic Director, congratulated long standing Cowley baseball coach, Dave Burroughs for being selected to be inducted into the NJCAA Baseball Coaches Hall of Fame. The college will be hosting the South Central Border League basketball tournament this weekend in the WS Scott Auditorium, with 4,000-5,000 people expected in attendance at the tournament. The Cowley Men's basketball team is currently sitting a game away from first place. The Women's basketball team is in a 3-way tie for first. The department is reviewing applications for the assistant soccer coach and head bowling coach, and are hoping to have candidates to bring forward for approval at the February Board meeting. The Hall of Fame luncheon and induction ceremony will take place Saturday, January 27th.

- 11) The Transportation Report indicated total mileage of 27,173 for the month ending, December 2017.

Bob Juden introduced and moved the adoption of the following resolution.

RESOLVED, that the actions described in the Finance and Administration, Academic Affairs, Information Technology, Institutional Advancement, Institutional Effectiveness, Enrollment Management, Student Affairs, Athletics and

Transportation reports, are hereby approved, and all correspondence relating thereto be received and filed for future reference.

The motion was seconded by Jill Long and carried.

**Personnel
Trans-
actions**

The following personnel were presented for Board approval:

Brian Sanderholm introduced and moved the adoption of the following resolution:

RESOLVED, that President, Dr. Dennis C. Rittle and Chair of the Board of Trustees, JoLynn Foster, are hereby authorized to execute the following personnel transactions as presented.

- Brandon Burke, Admissions Representative, at an annual salary of \$29,640, plus staff fringe benefits, effective January 17, 2018.
- Candy Russel, Natural Science Department Secretary, at an annual salary of \$28,000, plus staff fringe benefits, effective January 17, 2018.

The motion was seconded by Ned Graham and carried.

**Election of
Officers**

Jill Long introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve the election of Ned Graham as one of three Trustees to serve on the Finance Subcommittee, replacing Bob Juden.

The motion was seconded by Bob Juden and carried.

**Other
Business**

Bob Juden addressed the Board's recent appointment of Nancy Burger.

**Adjourn-
ment**

Jill Long introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees adjourn from the regular meeting.

The motion was seconded by Bob Juden and carried.

The meeting adjourned at 8:00 pm.

Tiffany Vollmer
Board Clerk