

**Cowley College
Board of Trustee Official Minutes**

January 21, 2020

A meeting of the Board of Trustees of Cowley College was called to order on January 21, 2020 at 6:00 pm, in the President's private dining room inside of the McAtee Dining Center, 200 S. 4th in Arkansas City.

Trustees Present Bob Juden - Chair
Dr. Harold Arnett
Nancy Burger
Ned Graham
Jill Long
Brian Sanderholm
Gary Wilson
Glennis Zimmerman

Staff

Dr. Dennis C. Rittle, President
Tiffany Vollmer, Board Clerk
David Andreas, Legal Counsel
Dr. Michelle Schoon, VP of Academic Affairs
Holly Harper, Interim VP of Finance and Administration
Dr. Kori Gregg, VP of Institutional Advancement
Paul Erdmann, VP of Information Technology
Kristi Shaw, Executive Director of Enrollment Management
Debbie Phelps, Executive Director of Institutional Effectiveness
Jason O'Toole, Executive Director of Student Affairs
Jan Grace, Sumner Campus Operations Officer
Shane Larson, Athletic Director
Holly Peters, Faculty, Social Science
Rama Peroo, Dir. of Instit. Communications and Public Relations
Todd Ray, Director of Maintenance and Grounds

Guests

Doug Riat, Willdan Group (by phone)
Jessica Lucas, Government Affairs Liaison, (by phone)
John Shelman, Cowley CourierTraveler
Michael Bergagnini, Citizen
Ainsley Carson, December Student of the Month
Kaleb Vining, January Student of the Month
JoLynn Foster, Citizen
Sandra Davis, Elite Advertising
Libby Moore, Citizen
Tracy McCue

Invocation

The Invocation was presented by Dr. Harold Arnett

Approval of Board Minutes

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

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees, conducted on December 16, 2019 are hereby adopted and the Board Clerk is directed to file the Minutes with the official records of the College.

The motion was seconded by Brian Sanderholm and the following votes were cast:

Dr. Harold Arnett	Aye	Jill Long	Aye
Nancy Burger	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

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, 2019 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 Nancy Burger and the following votes were cast:

Dr. Harold Arnett	Aye	Jill Long	Aye
Nancy Burger	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

Bills & Claims

Glennis Zimmerman 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 \$46,207.76 (net 45,501.96). General Operating Activities disbursements include College Operating \$692,152.30 (net \$606,725.69) and Federal Funds \$2,989.85; for a total written of \$695,142.15 (net \$609,715.54). 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, 2019. 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 Ned Graham and the following votes were cast:

Dr. Harold Arnett	Aye	Jill Long	Aye
Nancy Burger	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

Communications

- 1) **Dr. Rittle delivered a College update:**
 - **Welcomed Dr. Harold Arnett to the Board of Trustees.**
 - **Thanked Dr. Schoon and her team for putting together a very successful spring term in-service for the faculty and staff.**
 - **The deferred maintenance project is progressing well and is on schedule.**
 - **Thanked Shane Larson and his team for the successful Hall of Fame induction events held on Saturday, January 18th.**
 - **Fall enrollment between headcount and FTE we are sitting at 4.5% points. Spring is looking better.**
 - **Lastly, he mentioned assistant athletic trainer Blake Smith received a CPR Life Saving award, Robin Graves received the Tiger Heart Award, and Dr. Schoon was presented with an award for her 20 years of service as Cowley College’s Accreditation Liaison Officer for the Higher Learning Commission during the welcome back in-service on the January 10th.**

- 2) **Ainsley Carson was recognized as the December 2019 Student of the Month. Ainsley is from Belle Plaine, KS and is an athletic training major with a 3.86 GPA. Her college activities include student athletic training, volleyball manager, tutor, Reverb, and working in concessions. Her future plans are to transfer to Kansas State University to pursue a master’s degree in Athletic Training.**

- 3) **Kaleb Vining was recognized as the January 2020 Student of the Month. Kaleb is from Independence, KS and is an English major with a 4.0 GPA. His college activities include the men’s basketball team manager, Resident Assistant, Writing Center tutor and Reverb. His future plans are to transfer to a 4-yr university to complete a Bachelor’s degree and become a teacher and coach.**

- 4) **Jessica Lucas, Government Affairs Liaison, provided a legislative update via zoom.**

- 5) **Thank you to Chair Juden from Leslie at Johnson County Community College**

- 6) **Thank you to Dr. Rittle from Leslie at Johnson County Community College**

- 7) **Thank you to Chair Juden from Sharon Lawless, Allen Community College**

- 8) Thank you to Chair Juden and Dr. Rittle from the KCCLI Class V.
- 9) Thank you to Cowley College from Suzannah Bowden
- 10) Thank you to Cowley College from Watkins Public Strategies
- 11) Thank you to Dr. Rittle and Tiffany Vollmer from Nancy Burger

Board Reports

- 1) The Trustee Finance Subcommittee requested the Board receive a deferred maintenance update from Willdan Group. Doug Riat, Vice President of Business Development, provided an update on next steps.
- 2) Chair Juden requested the Board receive a brief presentation on shared governance. Debbie Phelps, Executive Director of Institutional Effectiveness, provided a brief overview.
- 3) Chair Juden proposed the introduction of a three-member Trustee subcommittee to review the President’s annual evaluation form.

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

RESOLVED, that the Board of Trustees form a subcommittee to review the President’s annual evaluation form.

The motion was seconded by Ned Graham, and the following votes were cast:

Dr. Harold Arnett	Aye	Jill Long	Aye
Nancy Burger	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

- 4) Chair Juden requested the Board have a discussion regarding the qualifications of the Board Chair and Vice Chair appointments.

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

RESOLVED, that the Board of Trustees approve the requirement that the Chair and Vice Chair of the Cowley College Board of Trustees be a Cowley County Trustee (Cowley County resident), and authorize the Board Clerk to update the Board of Trustee Handbook to reflect such language.

The motion was seconded by Brian Sanderholm, and the following votes were cast:

Dr. Harold Arnett	Nay	Jill Long	Aye
Nancy Burger	Abstain	Brian Sanderholm	Aye

Ned Graham	Aye	Gary Wilson	Nay
Bob Juden	Aye	Glennis Zimmerman	Nay

Motion failed.

- 5) The College is nearing the end of its current lease of the Mulvane Industrial Technology Building. The Trustee Finance Subcommittee requested Board approval to exercise the right to renew the lease for a two-year option term, which will commence on July 1, 2020 and terminate on June 30, 2022 with the basic monthly rent of \$7,500 with all other conditions of the existing lease remaining the same

Gary Wilson Introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees exercise the right to renew the lease for a two-year option term, which will commence on July 1, 2020 and terminate on June 30, 2022 with the basic monthly rent of \$7,500 with all other conditions of the existing lease remaining the same.

The motion was seconded by Brian Sanderholm and the following votes were cast:

Dr. Harold Arnett	Aye	Jill Long	Aye
Nancy Burger	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

- 6) At the June 2019 meeting, the Board of Trustees set their 2019-2020 meeting dates to include the annual Board retreat, set for Saturday, March 21, 2020. Due to a conflicting event on that same date, Chair Juden requested Board approval to move the annual retreat to Saturday, March 28, 2020.

Dr. Harold Arnett introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve their annual retreat date be moved to Saturday, March 28, 2020.

The motion was seconded by Gary Wilson and the following votes were cast:

Dr. Harold Arnett	Aye	Jill Long	Aye
Nancy Burger	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

Administrative Reports

The following Administrative Reports were reviewed:

- 1) The Board completed their second reading of Board policies 248.00 – Compensation for Sponsors of Clubs and Organizations, 258.00 – Class Rosters, and 452.00 – Intercollegiate Athletics. Additionally, the Board completed their first reading of Board policies 201.00 – Educational Programs, 416.00 – Veterans Affairs.

Gary Wilson Introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve the revised Board policies 248.00 – Compensation for Sponsors of Clubs and Organizations, 258.00 – Class Rosters, and 452.00 – Intercollegiate Athletics.

The motion was seconded by Glennis Zimmerman, and the following votes were cast:

Dr. Harold Arnett	Aye	Jill Long	Aye
Nancy Burger	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

- 2) Holly Harper, interim Vice President of Finance and Administration, provided a Sumner Campus update and facilities maintenance update. The Tiger Deli has hired a new manager and hopes to reopen in the next month or two.
- 3) Dr. Michelle Schoon, VP of Academic Affairs, informed the Board of the recent In-Service event and successful paramedic graduation. Also, the first of the Newman Jets will be starting the Newman Accelerated Elementary Education program in the Education Center. Also, 12 students from the Winfield Correctional Facility are currently enrolled for coursework.
- 4) Dr. Kori Gregg, VP of Institutional Advancement, provided the Board with year to date scholarship data and an update on upcoming Foundation events. Dr. Gregg mentioned that 60 percent of the scholarships awarded are given to in-district and in-state students.
- 5) Paul Erdmann, VP of Information Technology, provided an update on projects the information technology staff has worked on over the past month, and also provided a Student Information System update which has consisted of two major projects. He also mentioned the video and cabling work being done in the Robert Brown Theatre is nearing completion.
- 6) Kristi Shaw, Executive Director of Enrollment Management, provided an enrollment update. Shaw and Cowley admissions reps recently took over 80 student athletes to cheer on regional high school basketball teams. Cowley student athletes handed out flyers inviting high school students to visit Cowley College on January 29 at Cowley College’s main campus in Arkansas City.

- 7) **Debbie Phelps, Executive Director of Institutional Effectiveness, gave Kansas Board of Regents, IPEDS, and Tableau updates. Also, 95 employees took part in the survey at in-service.**
- 8) **Jason O’Toole, Executive Director of Student Affairs, provided a housing update. The dorms are currently at 89.2 percent occupancy. O’Toole also provided a Trio program and Upward Bound update.**
- 9) **Janet Grace, Sumner Campus Operations Officer, discussed the events Cowley recently sponsored at the Sumner Campus. She also said the Sumner Campus is in the process of gathering data for grants and potential donors for improvements at the different campus sites.**
- 10) **Holly Peters, Social Science faculty, presented on behalf of Pam Smith, Faculty Liaison, to provide a faculty update. Peters informed the Board of the recent conferences and community events the faculty attended, including the Mass Communication students’ trip to Kansas State University.**
- 11) **Shane Larson, Athletic Director. provided a winter sports update. Larson informed the Board that the Tiger men’s basketball team and wrestling team are in the top-20 of the national rankings. Also, the Hall of Fame Class of 2020 was inducted on Saturday, January 18. Lastly, W.S. Scott Auditorium will host the South Central Border League Basketball Tournament January 23-25.**
- 12) **The Transportation Report indicated total mileage of 15,783 for the month ending, December 2019.**

Glennis Zimmerman introduced and moved the adoption of the following resolution:

RESOLVED, that the actions described in the Board Policies, Finance and Administration, Academic Affairs, Information Technology, Institutional Advancement, Institutional Effectiveness, Enrollment Management, Student Affairs, Sumner Campus Operations, Faculty, Athletics and Transportation reports, are hereby approved, and all correspondence relating thereto be received and filed for future reference.

The motion was seconded by Ned Graham and the following votes were cast:

Dr. Harold Arnett	Aye	Jill Long	Aye
Nancy Burger	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

Personnel Transactions

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

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

Resignations:

- Dr. Gloria Walker, VP of Finance and Administration, effective January 19, 2020.

Staff:

- Darren Burroughs, Head Coach – Baseball, at an annual salary of \$72,500, plus staff fringe benefits, effective March 1, 2020
- Bryan Cales, Custodian/Event Set-up, at an hourly rate of \$13.00, plus staff fringe benefits, effective January 22, 2020
- Chad Flower, Custodian – Wellington, at an hourly rate of \$11.46, plus staff fringe benefits, effective January 22, 2020
- Ashley Leighty, Tiger Deli Manager, at an hourly rate of \$15.00, plus staff fringe benefits, effective January 22, 2020
- Kamiel Moore, Academic Coordinator – Upward Bound, at an annual salary of \$43,00, plus staff fringe benefits, effective January 22, 2020.

The motion was seconded by Nancy Burger and the following votes were cast:

Dr. Harold Arnett	Aye	Jill Long	Aye
Nancy Burger	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

Board Appointments

Chair Juden recommended the Board appoint Dr. Dennis C. Rittle, College President, the temporary Board Treasurer, effective immediately.

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

RESOLVED, that the Board of Trustees appoint Dr. Dennis C. Rittle, College President, the temporary Board Treasurer, effective immediately.

The motion was seconded by Dr. Harold Arnett and the following votes were cast:

Dr. Harold Arnett	Aye	Jill Long	Aye
Nancy Burger	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye

Bob Juden Aye Glennis Zimmerman Aye

Motion carried.

Public Comment

Other Business

Adjournment

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

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

The motion was seconded by Ned Graham and the following votes were cast:

Dr. Harold Arnett	Aye	Jill Long	Aye
Nancy Burger	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

With no other business to be considered, Bob Juden, Board Chair, declared the meeting adjourned at 7:43pm.



Tiffany Vollmer
Board Clerk