

**Cowley College  
Board of Trustee Official Minutes**

**January 22, 2019**

A meeting of the Board of Trustees of Cowley College was called to order on January 22, 2019 at 6:00 pm, in the President's private dining room, McAtee Dining Center, 200 S. 4<sup>th</sup> Street, Arkansas City, KS.

**Trustees**      Present      Jill Long - Chair  
Nancy Burger  
JoLynn Foster  
Ned Graham  
Bob Juden  
Brian Sanderholm  
Gary Wilson

**Staff**

Dr. Dennis C. Rittle, President  
David Andreas, Legal Counsel  
Tiffany Vollmer, Board Clerk  
Dr. Gloria J. Walker, VP of Finance and Administration  
Dr. Michelle Schoon, Interim VP of Academic Affairs  
Paul Erdmann, VP of Information Technology  
Kristi Shaw, Executive Director of Enrollment Management  
Jason O'Toole, Executive Director of Student Affairs  
Janet Grace, Sumner Campus Operations Officer  
Shane Larson, Athletic Director  
Rama Peroo, Director of Instit. Comm. And Public Relations

**Guests**

Jessica Lucas, Government Affairs Liaison (by phone)  
John Shelman, Cowley CourierTraveler  
Mike Bergagnini, citizen  
Jordan Gaylord, student  
Tara Lukert, student

**Invocation**

The Invocation was presented by Brian Sanderholm.

**Approval of Board Minutes**

Bob Juden 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 17, 2018, are hereby adopted and the Board Clerk directed to file the Minutes with the official records of the college.

The motion was seconded by Gary Wilson and carried.

### Financial Reports

JoLynn Foster introduced and moved the adoption of the following resolution:

**RESOLVED**, that the receipt of the Financial Reports for the month ending December 31, 2018 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 Bob Juden and carried.

### Bills & Claims

Nancy Burger 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 \$53,793.88 (net \$47,161.74). General Operating Activities disbursements include Foundation \$5,128.04; College Operating \$1,875,719.54 (net \$1,758,418.45) and Federal Funds \$4,095; for a total written of \$1,884,943.54 (net \$1,767,642.45). 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, 2018. 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 Gary Wilson and carried.

### Communications

1) Dr. Rittle delivered a College update:

- With the continued decrease in state funding, the Trustees asked the College to conduct a mid-year budget review and mid-year sweep to determine what unused dollars may be given back to the overall operating budget. The Administrative Council team collectively reviewed their department budgets and Captured the available dollars to put back into the contingency fund. The team will continue to review their budgets at the end of each month to determine what unused dollars can be given back. Dr. Rittle thanked the team for their efforts to contribute from their budgets.
- Work on the upcoming fiscal budget will take place this spring, along with employee evaluations.
- The College will be receiving a restoration of the recent 4% budget cut from the state.
- Of significant concern was the release of the Governor's budget which showed no new dollars being released for Senate Bill 155 for the next two fiscal years. The community

College President's will work diligently over the next several weeks to see more funding given.

- The Short General Education Center construction is nearly complete with the punch list taking place this week. Current enrollment at the site is near 47 students.
- 2) Jordan Gaylord was recognized as the December Student of the Month. Jordan is from Goddard, KS and is a Dietetics major with a 4.0 GPA. Her college activities include the women's soccer team, Resident Assistant and tutor. Her future plans are to attend Kansas State University.
  - 3) Tara Lukert was recognized as the January Student of the Month. Tara is from Clearwater, KS and is a Business Administration/Marketing major with a 3.91 GPA. Her college activities include Student Senate, DECA, Phi Theta Kappa, Resident Assistant, Cowley Ambassador, and tutor. Her future plans are to pursue a degree in Business Administration/Marketing at Wichita State University.
  - 4) Jessica Lucas provided a legislative update via phone call
  - 5) Tara Lukert provided a student update
  - 6) Thank you to Trustee Juden from Carol Ricke, Pratt CC
  - 7) Thank you to Cowley College from William Newton Hospital
  - 8) Thank you to Cowley College from Ark City High School 21<sup>st</sup> Century Leadership Class.
  - 9) Thank you to Cowley College from the Mulvane Education Foundation

### Board Reports

The Board Finance Subcommittee requested approval of Great Western Dining, and the associated investment proposal, as the provider for food services at the Sumner Campus.

GWD proposes a maximum investment of \$220,000 with \$120,000 guaranteed. This investment includes an \$.20 increase in the daily board rate, which will allow GWD to accumulate approximately \$20,000 annually for five years, i.e., \$100,000. They propose banking \$100,000 to cover the first year of costs of operations at Sumner Campus.

This investment requires the college to extend the current contract for five years for a total of eight years. The current contract ends May 31, 2021; therefore, the proposed new contract will end May 31, 2026. The required \$.20 increase in the daily board rate will end May 31, 2024. The \$.20 will be applied after the CPI is calculated on the annual daily board rate.

The contract can be cancelled with a 90-day notification. If the operations look like the college will incur a loss, the college can change any part of operations (reduced hours, personnel, etc.) to reduce any potential loss. The college and GWD will work collaboratively to reduce any potential loss the college may incur.

Additionally, the college has the option to provide GWD a "right to first refusal" on catering events held at the Sumner Campus Community Room like the one for the Wright Room on Ark City

Campus. Cowley College will receive a 20% (of net sales) commission on non-college sponsored, on-campus and off-campus, catering events when GWD does the catering.

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

**RESOLVED**, that the Board of Trustees approve Great Western Dining, and the associated investment proposal, as the provided for food services at the Sumner Campus.

The motion was seconded by Gary Wilson and carried.

### Administrative Reports

The following Administrative Reports were reviewed:

- 1) Dr. Gloria Walker, VP of Finance and Administration, provided an update on the Master planning and deferred maintenance procurement process. The college has solicited RFQs for both projects. The construction for the Sumner Campus Short General Education Center is nearly completed, under budget and ahead of schedule. Our sales tax revenues from Sumner County are coming in higher than anticipated.
- 2) Dr. Michelle Schoon, Interim VP of Academic Affairs, presented a list of course/curriculum additions and changes recently approved by Academic Affairs and Administrative Council. The recent Winfield Paramedic Cohort graduation took place on January 8 with 5 students completing the requirements for graduation. Also, Tutor.com served and supported 57 students with over 38 hours of tutoring in various subjects.
- 3) Dr. Michelle Schoon, Interim VP of Academic Affairs provided a faculty update on behalf of Deborah Layton. Meg Smith's Public Relations class is taking on the Burford Theatre Arts as the semester-long class project. In addition, Smith's Communications Practicum class is partnering with Habitat for Humanity on a video project to promote the non-profit. The writing center continues to be a resource for our students with visits rising by 50% since last fall.
- 4) Dr. Kori Gregg, VP of Institutional Advancement, provided an Alumni Relations update. Dr. Gregg shared benefits provided to Cowley County resident students. There was a total of 275 total in-county scholarships awarded this academic year at a total in-county dollar amount of \$166,987. All in-county enrolled students receive an automatic \$10 per credit hour discount on tuition. Cowley County students may qualify for the high school Pell Grant. Cowley County high school students may take certain college courses at \$50 per credit hour, and Cowley County high school students qualify to take certain tiered college technical courses at no cost. The Cowley College Alumni Association was formed in May 2018, and currently has 53 members, with 35 lifetime members and 18 annual members. The Golden Tigers will hold spring enrollment January 23 from 2-3 p.m. in the Earle N. Wright Community Room with a record number of classes offered. Also, the Scholarship Committee continues to actively collect and analyze data for both institutional and foundation scholarships.
- 5) Paul Erdmann, VP of Information Technology, shared an update on recent projects. Since the last Board meeting the team has done another major update to the student information system. Thus far, the update seems successful. Also, Erdmann said all work has been completed on the projector and projection screen installations with the exception of one grant funded installation

that is currently awaiting some necessary components. Erdmann also provided a phone system upgrade update, and said technology improvements in the President's Dining Room and main dining hall have been completed.

- 6) Kristi Shaw, Executive Director of Enrollment Management, provided an enrollment update. Enrollment from this same date a year ago is up as current enrollment stands at 1,735.60 FTE. Winter term was successful with 209 course enrollments. 76% of students enrolled finished with an A, B, C, or passing, with an 80% success rate overall.
- 7) Debbie Phelps, Executive Director of Institutional Effectiveness, provided updates from the Kansas Board of Regents in regards to the Follow Up Survey, a reporting instrument critical to Perkins funding. Phelps also said work is currently underway for the surveys that make up the IPED winter collection, due February 13.
- 8) Jason O'Toole, Executive Director of Student Affairs, provided a housing update. The dorms are at 95.2% occupancy. O'Toole also mentioned the Late Night Breakfast that served 256 students thanks to Great Western Dining, and the Housing Student Christmas Party that was attended by 90 students. February 18-21 is homecoming spirit week.
- 9) Jan Grace, Sumner Campus Operations Officer, provided a Short General Education Center construction update. The State Fire Marshall conducted her inspection today, the punch list will be completed tomorrow, while signage for the Short Center will arrive on Monday. Jan will be working out of Mulvane on Wednesday and Friday afternoons through the month of April. Sumner Campus Golden Tigers is being assembled as a result of high demand. TECT Aerospace has their own class in machine tool technology. Lastly, Jan is working with the Golden Tigers program to establish a presence at the Sumner Campus.
- 10) Shane Larson, Athletic Director, provided a winter sports update. There are six programs currently competing. Also, the Tiger Booster Club Athletic Hall of Fame luncheon will take place Saturday, January 26 at noon in the Earle N. Wright Community Room. There will be an induction ceremony between the women's and men's games that evening. Also, the Tiger baseball team is ranked sixth in the NJCAA Division I pre-season poll, while the Lady Tiger softball team is ranked fifth in the NJCAA Division II pre-season poll.
- 11) The Transportation Report indicated total mileage of 17,864 for the month ending, December 2018.

JoLynn Foster 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 Brian Sanderholm and carried.

### Personnel Transactions

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

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

**Resignations:**

- Haley Strawn, Assistant Softball Coach/Dorm Manager, effective January 2, 2019
- Donna Walcher, Cashier/Accounts Receivable Generalist, effective January 31, 2019
- Erin Burroughs, Admissions Representative, effective February 1, 2019

**Staff:**

- Stephanie Hopper, Admissions Representative, at an annual salary of \$29,785, plus staff fringe benefits, effective January 23, 2019
- Autumn Kincaid, Admissions Representative, at an annual salary of \$29,785, plus staff fringe benefits, effective January 23, 2019
- Rick Waldorf, SQL Database Administrator, at an annual salary of \$55,000, plus staff fringe benefits, effective February 4, 2019

The motion was seconded by Ned Graham and carried.

**Public Comment**

**Other Business**

**Adjournment**

Bob Juden 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 Brian Sanderholm and carried.

With no other business to be considered, Jill Long, Board Chair, declared the meeting adjourned at 7:37pm

Tiffany Vollmer  
Board Clerk