

**Cowley College
Board of Trustee Official Minutes**

February 17, 2020

A meeting of the Board of Trustees of Cowley College was called to order on February 17, 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
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
Pam Smith, Faculty Liaison
Rama Peroo, Dir. of Instit. Communications and Public Relations
Todd Ray, Director of Maintenance and Grounds
Roxanna James, Director of TRiO/IMPACT Programs
Loretta Waldroupe, Math Specialist, Student Support Services
Ian Alumbaugh, Intramural Coordinator/Dorm Manager**

Guests **Doug Riat, Willdan Group (by Zoom)
Jessica Lucas, Government Affairs Liaison
John Shelman, Cowley CourierTraveler
Sasha Elizondo, February Student of the Month
Kendall Ray, Student Senate President
Kanyon Gingher, Citizen
Mike Walker, Citizen**

Invocation

The Invocation was presented by Gary Wilson

Approval of Board Minutes

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

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees, conducted on January 21, 2020 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 Gary Wilson and the following votes were cast:

Dr. Harold Arnett	Aye	Jill Long	Aye
Nancy Burger	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Bob Juden	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 January 31, 2020 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 Glennis Zimmerman and the following votes were cast:

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

Motion carried.

Bills & Claims

Bob Juden 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 \$19,341.13 (net 17,676.19). General Operating Activities disbursements include College Operating \$1,180,464.41 (net \$1,078,569.87) and Federal Funds \$16,219.36; for a total written of \$1,196,683.77 (net \$1,094,789.23). 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 January 31, 2020. 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 Nancy Burger and the following votes were cast:

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

Motion carried.

Communications

- 1) **Dr. Rittle delivered a College update:**
 - **Congratulated the Tiger wrestling program and the men’s basketball team on capturing conference titles.**
 - **Cowley Quiz Bowl will be attending their National competition in Orlando at the end of February.**
 - **The College held a successful professional development day on February 7th thanks to Dr. Schoon, Paige Winslow, Julie Rhoads, Brian Fabre, and Devin Graves.**
 - **The Sumner Campus Technology and Innovation Center was recently selected to receive the Association of General Contractors award.**
 - **College Administration will be presenting on registered apprenticeships at the annual HLC conference in Chicago on Monday, April 20th.**
 - **Webmaster Chris Absher, provided information showing 120,000 users from 159 nations other than the United States viewed the Cowley College website. Press releases on Cowley College Athletics were amount the most viewed web pages.**
- 2) **Sasha Elizondo was recognized as the February Student of the Month. Sasha is from Wylie, TX and is a Psychology major with a 3.94 GPA. Her college activities include cross country, track and field, Chi alpha Bible Study, and Student Ambassador. Her future plans are to transfer to a Sam Houston State University to get a Master’s degree in Psychology.**
- 3) **Kendall Ray, Student Senate President, presented a student update.**
- 4) **Jessica Lucas, Government Affairs Liaison, provided a legislative update.**
- 5) **Dr. Michelle Schoon presented an overview of Academic Alignment and Advising**
- 6) **Roxanna James presented an update on the TRiO/IMPACT program.**
- 7) **Thank you to Dr. Rittle from CampusWorks**
- 8) **Happy New Year to Cowley College from The International Association of Operative Millers**
- 9) **Thank you to Dr. Rittle from Agora Architecture**
- 10) **Thank you to Cowley College from Big Brothers, Big Sisters**

Board Reports

- 1) The Trustee Finance Subcommittee requested the Board receive a deferred maintenance update and a Carnegie Library structural integrity report from the Willdan Group. Doug Riat, Vice President of Business Development, provided an overview.

- 2) The Board of Trustees of Cowley College, and the State of Kansas are authorized, by law, to wit: K.S.A. 71-501 and K.S.A. 79-5040, et seq., to make an annual tax levy for a period of time not to exceed five (5) years upon all taxable tangible property in the community college district for the purposes specified in said law, which include, construction, reconstruction, repair, remodeling, additions to, furnishing and equipping of community college buildings, architectural expenses incidental thereto, and the acquisitions of real property for use as building sites or for educational programs.

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

RESOLVED, that the Board of Trustees of Cowley College approve a .75 mill levy to be authorized annually for a period of five (5) years, and a special building fund be created for the purpose of construction, reconstruction, repair, remodeling, additions to, furnishing and equipping of community college buildings, architectural expenses incidental thereto, and the acquisitions of real property for use as building sites for educational programs.

FURTHER RESOLVED, that this .75 mill levy will raise approximately \$208,000 each year producing an aggregate amount of approximately \$1.0 million for the five (5) year period.

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

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

Motion carried.

- 3) Dr. Rittle and members of the leadership team will be presenting at the Higher Learning Commission annual conference on Monday, April 20th, our currently scheduled April Board meeting date. Due to this conflict, Chair Juden requests the Board discuss an alternate date for the April Board meeting.

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

RESOLVED, that the Board of Trustees approves of the revised April Board meeting date, from April 20th to April 13th.

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

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

- 4) Chair Juden requested the Board of Trustees direct Dr. Rittle and his team to research and explore opportunities for Cowley College to create a stronger presence in Kay County, Oklahoma, with a particular focus on providing educational services to underserved populations.

Nancy Burger introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees direct Dr. Rittle and his team to research and explore opportunities for Cowley College to create a stronger presence in Kay County, Oklahoma, with a particular focus on providing educational services to underserved populations.

The motion was seconded by Jill Long and the following votes were cast:

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

Motion carried.

Administrative Reports

The following Administrative Reports were reviewed:

- 1) The Board completed their second reading of Board policies 201.00– Educational Programs, and 416.00 – Veterans Affairs. Additionally, the Board completed their first reading of Board Policies 135.00 – Soliciting by Vendors and Agents, and 154.00 – Mail Services.

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

RESOLVED, that the Board of Trustees approve the revised Board Policies 201.00– Educational Programs, and 416.00 – Veterans Affairs.

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

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

Motion carried.

- 2) Holly Harper, interim Vice President of Finance and Administration, presented a Summer Campus update and an update on the reopening of the redesigned Tiger Deli. Additionally, The Board reviewed the proposed tuition and fees rates for the 2020-2021 Academic year.

The administration requested approval to implement the following increases: \$5 per credit hour increase to the accelerate fee (high school only), \$2 per credit hour increase to general fees, \$5 increase per semester to the security fee, and a new \$3 per credit hour activity fee. Additionally, Administrative Council and the Finance Subcommittee unanimously requested to increase the dormitory plans by \$100.00 per academic year.

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

RESOLVED, That the Board of Trustees approve the following increases: \$5 per credit hour increase to the accelerate fee (high school only), \$2 per credit hour increase to general fees, \$5 increase per semester to the security fee, and a new \$3 per credit hour activity fee. Additionally, administration requests to increase the Dormitory Plans by \$100.00 per academic year.

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

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

- 3) Dr. Michelle Schoon, VP of Academic Affairs, informed the Board of the recent Professional Development Day and provided updates/changes to academic affairs policies. Tobias Woods from the Kansas Board of Regents was on campus last week and spoke highly of the college’s automotive program.
- 4) Dr. Kori Gregg, VP of Institutional Advancement, provided an institutional advancement overview in an effort to promote a more thorough understanding of the role institutional advancement plays not only at Cowley College, but in higher education as a whole. She thanked her staff for all of their hard work and efforts to promote the college.
- 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. There is constant work being done on the SIS system to keep it up to date
- 6) Kristi Shaw, Executive Director of Enrollment Management, provided an enrollment update. Shaw also informed the Board of the recruiting events the admissions representatives have assisted with over the past month and have lined up in the coming months.
- 7) Debbie Phelps, Executive Director of Institutional Effectiveness, informed the Board that the Student Financial Aid survey is complete and locked. This survey collects information about the financial aid awarded to students who attended Cowley College in the fall of academic year

2018-2019. Phelps also said the Outcomes Measures is complete and locked for the 2019-2020 collection year.

- 8) Jason O’Toole, Executive Director of Student Affairs, provided a housing update. The dorms are currently at 81 percent occupancy.
- 9) Janet Grace, Sumner Campus Operations Officer, shared information on the events Cowley recently sponsored at the Sumner Campus. She also informed the Board of work being done on the courtyard at the Sumner Campus, and provided an update on The Tiger Eatery.
- 10) Pam Smith, Faculty Liaison, Pam Smith, faculty liaison, provided a faculty update. She informed the Board of the prestigious Incentive Grant that Brooke Istas was the recipient of. She also said the Writing Center received an Honorable Mention in the 2020 Diana Hacker Two-Year College English Association (TYCA) Awards for Outstanding Programs in English in the category of Fostering Student Success. Also, the Alpha Gamma Upsilon chapter of Phi Theta Kappa at Cowley College was awarded Five Star Status for 2019, the highest level chapters can achieve. She also mentioned contract negotiations are approaching.
- 11) Shane Larson, Athletic Director, provided a winter sports update. The Tiger wrestling team finished the dual season with a perfect 7-0 record and captured the program’s first conference title in only the third year of existence. The Tiger men and women’s tennis teams and indoor track and field teams are both nationally ranked as are the Tiger baseball and men’s basketball team, which captured the Jayhawk East title for the first time in a decade. The next Tiger Booster Club Luncheon will take place Tuesday, February 18 at noon in the Earle N. Wright Community Room.
- 12) The Transportation Report indicated total mileage of 24,489 for the month ending, January 2020.

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

Retirement:

- Jackie Barnett, Custodian, effective May 1, 2020

Resignations:

- Leigh Ann Verbeck, Adult Education Data Coordinator and Instructor, effective February 17, 2020
- Jessica Ricke, Admissions Representative – Sumner Campus, effective February 18, 2020

Staff:

- Blake Bashaw, Custodian, at an hourly rate of \$11.46, plus staff fringe benefits, effective February 18, 2020
- Brock Buckingham, Associate Head Coach – Baseball, at an annual salary of \$43,000, plus staff fringe benefits, effective March 1, 2020
- Lisa McClure, AR Specialist/Cashier, at an hourly rate of \$16.00, plus staff fringe benefits, effective February 18, 2020

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

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

Motion carried.

Public Comment

Other Business

Trustee Arnett requested the names of the three Trustees appointed to create the new President’s evaluation form. Chair Juden appointed Jill Long, Nancy Burger and himself to serve on the committee.

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

Motion carried.

With no other business to be considered, Bob Juden, Board Chair, declared the meeting adjourned at 8:08 p.m.



**Tiffany Vollmer
Board Clerk**