

**Cowley College  
Board of Trustee Official Minutes**

**February 18, 2019**

A meeting of the Board of Trustees of Cowley College was called to order on February 18, 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  
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  
Debbie Phelps, Executive Director of Institutional Effectiveness  
Jason O'Toole, Executive Director of Student Affairs  
Janet Grace, Sumner Campus Operations Officer  
Deborah Layton, Humanities Instructor/Faculty Liaison  
Shane Larson, Athletic Director  
Rama Peroo, Director of Instit. Comm. And Public Relations  
Joe Shriver, Bus Driver/Inventory Specialist

**Guests**

Jessica Lucas, Government Affairs Liaison (by phone)  
Morgan Hettenbach, Student of the Month  
Cheri Hulse, Agora Architecture

**Invocation**

The Invocation was presented by Ned Graham.

**Approval of Board Minutes**

Brian Sanderholm 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 22, 2019, 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 January 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 by Bob Juden and carried.

### Bills & Claims

Gary Wilson 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 \$24,536.79 (net \$20,302.09). General Operating Activities disbursements include Foundation \$11,150.88; College Operating \$1,675,846.62 (net \$1,310,997.14) and Federal Funds \$4,719.30 (net \$3,919.30); for a total written of \$1,691,716.80 (net \$1,326,067.32). 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 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 Nancy Burger and carried.

### Communications

1) Dr. Rittle delivered a College update:

- The Tiger Beat Pep Band will be hosting a fundraiser at Saturday's basketball game with over 100 current and alumni band members playing in the stands. All proceeds will go to support the Pep Band.
- April 25<sup>th</sup> will be the invite only Short General Education Center Gala. The community wide Grand Opening event will be held on Saturday April 27<sup>th</sup>.
- Board members will conduct their annual retreat at the Winfield Chamber on March 23<sup>rd</sup>. The retreat will consist of a social breakfast, data session, cost model sharing, previous strategic plan recap, projects on the horizon, a legislative update, open sharing session and a concluding lunch.

2) Morgan Hettenbach was recognized as the February 2019 Student of the Month. Morgan is from Arkansas City, KS and is an Education major with a 3.8 GPA. Her college activities include Student Ambassador, Tigerette Dance Team, Phi Theta Kappa and Work-Study at the

Cowley Bookstore. Her future plans are to pursue a degree in education from Kansas State University.

- 3) Jessica Lucas provided a legislative update via phone call
- 4) Student update submitted by Tara Lukert, Student Senate President
- 5) Happy New Year to Cowley College from the International Association of Operative Millers

### Board Reports

Dr. Rittle attended the ACCT National Legislative Summit, February 10-13 in Washington, D.C. He provided the following recap:

- 1500-2000 community college representatives from across the country attended the event.
- The conference presented 4 leading themes - strengthening Pell grants, Investment in workforce development, reauthorization of the Higher Education Act and the Dreamer Act (DACA).

### Administrative Reports

The following Administrative Reports were reviewed:

- 1) Dr. Gloria Walker, VP of Finance and Administration, presented the proposed increases to tuition, fees and housing for the 2019-2020 academic year.

Administration requested approval to increase the Dormitory Plans (room and board plan) by \$200.00 per academic year; Tuition by \$2.00 for in-district, \$3 for in-state and border state, and \$4 out-of state and international; and the General Fee by \$2.00 per semester credit hour. Additionally, request approval to initiate a Technology Fee of \$5.00 per semester credit hour. Fees may be used to support the operating budget including but not limited to salaries and benefits, general supplies, travel, rent/lease, contract services, marketing, instructional materials and supplies, maintenance and repairs, risk management and insurance, utilities, bond debt, capital outlay, scholarships and other contingency as well as unforeseen expenses. Student Senate has been notified of the proposed changes and usages of fee revenues. Documentation to further explain the proposed increases is attached. Note: Concurrent and dual enrollment for general education coursework will increase by \$5 per semester credit hour.

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

**RESOLVED**, That the Board of Trustees approve the increase to the Dormitory Plans (room and board plan) by \$200.00 per academic year; Tuition by \$2.00 for in-district, \$3 for in-state and border state, and \$4 out-of-state and international; and the General Fee by \$2.00 per semester credit hour. Additionally, request approval to initiate a Technology Fee of \$5.00 per semester credit hour.

The motion was seconded by Gary Wilson and carried.

Dr. Walker provided a procurement update, to include the current status of the campus master planning study and the deferred maintenance and infrastructure assessment and improvement project. Additionally, Dr. Walker provided a Sumner Campus construction update. The Short General Education Center is on schedule to be completed with the addition of Change Order #11.

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

**RESOLVED**, that the Board of Trustees approve the cost of \$31,284.00, to satisfy Change Order #11 for the Sumner Campus Short General Education Center Construction.

The motion was seconded by JoLynn Foster and carried.

Additionally, Dr. Walker informed the Board that two firms have submitted proposals for the campus master plan study. The evaluation committee has been selected and will review the submittals at the end of February. Dr. Walker also said the College is soliciting a request for qualification (RFQ) for Deferred Maintenance and Energy Conservation Audit. The RFQ is due March 21.

- 2) Dr. Michelle Schoon, Interim VP of Academic Affairs, shared the following update. February 8<sup>th</sup> was Professional Development Day planned by our professional development team. Throughout the day, CPR and “Stop the Bleed” training was provided by our very own paramedic faculty. Schoon shared information on the Academic Affairs night held at the basketball games on February 11. The GED graduation for Winfield Correctional Facility was held on February 13<sup>th</sup>. Accessibility continues to be an area of focus for our online team, making all of our public documents accessible for the visually impaired.
- 3) Rama Peroo, Director of Institutional Communication and Public Relations provided an Institutional Advancement update on behalf of Dr. Kori Gregg. Foundation along with the Criminal Justice department recently held a reception in honor of the Corbin Wilt scholarship on January 30<sup>th</sup>. The Foundations is close to finalizing their database cleanup and conversion. The Cowley Alumni Association continues to grow with only 8 spots remaining to be a first 50 Charter Member.
- 4) Paul Erdmann, VP of Information Technology, announced that the new sequel database coordinator, Rick Waldorf, has started work. The SIS has had several minor updates since the last board meeting. The team is awaiting an upgrade to Powerfaids, the financial aid portal. The music department recently received a grant to upgrade the band room and IT has begun ordering all of the equipment for that project and will begin installation upon arrival. The team will be transitioning to install equipment at the Short Center in the coming weeks.
- 5) Kristi Shaw, Executive Director of Enrollment Management, Shared an enrollment update. Our current headcount sits at 2,483 students enrolled for the spring, with an FTE of 1,704.20. We are currently down 22 from this time last year, but Kristi looks for the gap to close allowing the team to meet their goal. Additionally, Shaw announced that the enrollment management team will be offering financial Aid assistance via the Zoom web meeting application.

- 6) **Debbie Phelps, Executive Director of Institutional Effectiveness, informed the Board that the IPEDS Winter Collection is now complete and the Spring Collection is open. Phelps also said the 2019 Housing Feasibility Study is in the data collection stage, while the EMSI Economic Impact Study is nearly complete. Phelps also discussed the Outcome Measures Survey and the Follow Up survey, which is complete and submitted to the Kansas Board of Regents. A total of 622 students whose enrollment records were part of the 2018 AY collection were identified as Perkins Concentrators and information about their status as of the 20th day for 2018 Fall was collected by the Institutional Effectiveness Office, Chris Cannon (Perkins Coordinator) and the CTE faculty and support staff.**
  
- 7) **Jason O'Toole, Executive Director of Student Affairs, provided a housing update. O'Toole said the dorms are currently at 82.6 percent occupancy. O'Toole also mentioned the numerous Student Life activities during the month of January and the wonderful job being done by Health Services.**
  
- 8) **Jan Grace, Sumner Campus Operations Officer, provided a campus update. The Short Center internal and exterior signage is nearly complete. Thursday, the final walk through of the building will take place. Furniture will start arriving March 4. Area American History teachers recently utilized the Tech Center to host a continuing education workshop. Grace discussed the monthly Chamber meetings, Rotary, City Council, Sumner County Commission, and Sumner Campus construction meetings she attended. She also spoke of the Golden Tigers program that will begin in March at the Sumner Campus as well as the Veteran's program that is being developed.**
  
- 9) **Deborah Layton, Faculty Liaison, provided the following faculty update. Criminal Justice recently launched the Corbin Wilt scholarship which is already nearly endowed. Layton and her team are currently processing feedback from the successful Professional Development Day held February 8. Also, the Writing Center will hold workshops on thesis statements and commas in February and will be working with adult education students on creating resumes. Layton also mentioned the Phi Theta Kappa induction ceremony that will take place Sunday, February 24 in the Wright Room with over 80 new members set to be inducted.**
  
- 10) **Shane Larson, Athletic Director, provided a sports update. All of Cowley's spring sports are ranked in the top-20 nationally in their respective divisions. The Tiger wrestling team qualified eight wrestlers for nationals, and the Lady Tiger indoor track and field team captured its third straight Jayhawk East title. Also, the last Tiger Booster Club spring luncheon will take place Thursday, March 7 at 12 p.m. in the Earle N. Wright Community Room. Larson also mentioned the Tiger Beat Fundraiser as well as Band Alumni and special recruitment event planned with the home basketball games on Saturday, February 23. Larson thanked the Board for helping sponsor the Tiger Beat Fundraiser.**
  
- 11) **The Transportation Report indicated total mileage of 27,923 for the month ending, January 2019.**

**Bob Juden 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 carried.

### **Personnel Transactions**

Gary Wilson 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:**

- Samantha Robinson, Registrar Secretary, effective January 30, 2019
- Dan Adler, Head Cross Country Coach, effective March 4, 2019
- Evan Ricker, Director of Instrumental Music, May 10, 2019

#### **Administration:**

- Dr. Michelle Schoon, Vice President of Academic Affairs, at an annual salary of \$113,392.80 plus fringe benefits, effective February 19, 2019

#### **Staff:**

- Ann Edwards, TRiO Program Specialist, at an annual salary of \$27,500, plus staff fringe benefits, effective February 25, 2019
- DeAnna Harp, Accounts Receivable Specialist, at an annual salary of \$37,727.92, plus staff fringe benefits, effective February 19, 2019
- Cameron Rieth, Head Coach – Cross Country/Assistant Coach - Track and Field, at an annual salary of \$44,000, plus staff fringe benefits, effective March 5, 2019

The motion was seconded by Nancy Burger and 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 Nancy Burger and carried.**

**With no other business to be considered, Jill Long, Board Chair, declared the meeting adjourned at 7:30 pm**

**Tiffany Vollmer  
Board Clerk**