

**Cowley College  
Board of Trustee Official Minutes**

**February 19, 2018**

A meeting of the Board of Trustees of Cowley College was called to order on February 19, 2018 at 6:00 pm, in the President's private dining room, McAtee Dining Center, 200 S 4<sup>th</sup> Street in Arkansas City, KS

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

**Staff**

**Dr. Dennis C. Rittle, President**  
**Tiffany Vollmer, Board Clerk**  
**David Andreas, Legal Counsel**  
**Dr. Gloria J. Walker, VP of Finance and Administration**  
**Dr. Harold Arnett, VP of Academic Affairs**  
**Dr. Kori Gregg, VP of Institutional Advancement**  
**Paul Erdmann, VP Information Technology**  
**Shane Larson, Athletic Director**  
**Jason O'Toole, Executive Director of Student Affairs**  
**Chris Hollon, Executive Director of Institutional Effectiveness**  
**Janet Grace, Sumner Campus Operations Officer**  
**Rama Peroo, Director of Institutional Comm. and Public Relations**  
**Lory West, BCIT Faculty**  
**Brooke Istas, Math Faculty**

**Guests**

**Jeni McGee, AC Daily Bytes**  
**John Shelman, Cowley CourierTraveler**  
**Mike Bergagnini, Citizen**  
**Nick Hernandez, City Manager**

**Invocation**      **The Invocation was presented by Gary Wilson.**

**Approval  
Of Board  
Minutes**      **Glennis Zimmerman 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 16, 2018, and the Minutes of the Board of Trustees Retreat, conducted on February 10, 2018 are hereby adopted as amended 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 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, 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.

**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 \$01.20 (net\$0.00). General Operating Activities disbursement include Foundation \$99,677.77 (net \$99,677.77); College Operating \$1,989,697.01(net \$1,989,617.01) and Federal Funds \$7,744.63 (net \$7,744.63); for a total written of \$2,097,119.41 (net \$2,097,039.41). 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<sup>st</sup>, 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 Brian Sanderholm and carried.

**Communi Cations**

Michael Bergagnini requested to address the topic of the President's evaluation process. Because that is considered a personnel matter, which is only to be discussed in executive session, his request was denied.

- 1) Dr. Rittle delivered a College update:
  - Professional development day for all college employees took place on February 9. The primary focus of the in-service was the Strategic Planning process.
  - Recent developments with the Cowley mobile app now offer the ability accept credit card payments for student accounts.
  - Will be sharing the State of the College presentation at the Ark City and Winfield joint Chamber Luncheon at noon on Wednesday in the Wright Room.
  - Two degrees and additional technical certificates will be coming forward for Board approval. Thanked Dr. Arnett and his entire team for their efforts in the creation of the new programs of study.

- 2) Dr. Rittle provided a Legislative Update on behalf of Jessica Lucas, Government Affairs Liaison.
- 3) Kacia Hilty was recognized as the January 2018 Student of the Month. Kacia is from Hutchinson, KS and is a Nursing major with a 3.96 GPA. Her college activities include Cowley Softball, Student Ambassadors, and serving as the Central Dormitory Residence Assistant. Her future plans are to transfer to a professional nursing school in Kansas.
- 4) Taylor Williams was recognized as the February 2018 Student of the Month. Taylor is from Tecumseh, OK and is a Health and Exercise Science major with a 3.87 GPA. Her college activities include Student Ambassadors, Residence Assistant and Cowley Track and Field. Her future plans are to obtain a Bachelor's degree in Health and Exercise Science and eventually apply to a Physician's Assistant Program.
- 5) Advisement of Funds Distribution from Kansas Board of Regents
- 6) Transfer student success rates from Emporia State University
- 7) Thank you to Cowley College from Cowley County United Way
- 8) Thank you to Dr. Rittle from the Cowley Quiz Bowl Teams

### Board Reports

1) The City of Arkansas City, Cowley County, Kansas, USD #470, and Cowley College entered into an Interlocal Agreement establishing a Neighborhood Revitalization Plan within the City of Arkansas City. Under the Interlocal Agreement, the City is required to review the plan every year by February 15, and make any recommendations for modification to the plan. The parties of the plan, based on those recommendations, may all agree to amend the Neighborhood Revitalization Plan.

The 2017 amendments to the plan extended the area eligible for a tax rebate, but the extension area only applied to construction projects that began after the amendment was effective. Several construction projects within the extended area were on-going when the amendment became effective, and a property owner petitioned the City to further amend the plan to authorize them to apply for a tax rebate even though their property was not eligible for the rebate at the time construction began.

The Board of the City Commissioners of Arkansas City, at their recent meeting, approved the below amendment to SECTION ONE: page 4 "Criteria for Determination of Eligibility" of the Neighborhood Revitalization Plan to read as follows:

#### **Criteria for Determination Eligibility**

- Construction of improvements must begin on or after the application date. No Applications will be accepted for completed or under construction

improvements, *unless this Plan is amended to include the applicant's location after construction begins, but before construction is substantially complete. In that case, the application shall be filed within 10 days of approval of this Plan amendment or any Plan amendment expanding the NRP area.*

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

**RESOLVED**, that the Board of Trustees table action on this item until the next regular Board meeting.

The motion was seconded by Jill Long and carried.

- 2) Glennis Zimmerman and Dr. Rittle attended the PTK Honors Luncheon and KACCT/COP Quarterly meeting on February 15, 2018 in Topeka. Trustee Zimmerman gave the following recap:
  - Enjoyed witnessing the recognition of our students, Kelsie Whitcomb Edgar Fuentes, Emily Bond and Stefani Bruce.
  - Local Legislators Larry Ally, Anita Judd- Jenkins, Ed Trimmer, Doug Blex also attended the event in support of Cowley College.
  - Also attended the KACCT meetings. Only 7 colleges attended the meetings due to the National Legislative Summit which was taking place in Washington DC at the same time. Next year the PTK luncheon will be taking place in March to avoid conflicting with the Summit.
  - The Council of Presidents discussed concurrent enrollment and funding, primarily Senate Bill 155 reimbursements.
  
- 3) Chair Foster and Dr. Rittle requested an executive session at the conclusion of the meeting to discuss non-elected personnel, regarding employee contracts, pursuant to the exception for discussions relating to non-elected personnel, and consultation with the Board attorney on a matter deemed privileged, pursuant to the exception for attorney-client consultation, for 10 minutes.

**Adminis-  
trative  
Reports**

The following Administrative Reports were reviewed:

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

Administration requested approval to increase the Dormitory Plans (room and board plan) by \$200.00 per academic year, and the General Fee by \$5.00 per semester credit hour for new students and those not eligible for the Cowley Promise.

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

**RESOLVED**, that the Board of Trustees approve increase the Dormitory Plans (room and board plan) by \$200.00 per academic year, and the General Fee by \$5.00 per semester credit hour for new students and those not eligible for the Cowley Promise.

The motion was seconded by Glennis Zimmerman carried.

Administration requested Board of Trustee approval to purchase the entire signage/wayfinding package for each of the other Cowley College campuses to include Winfield, Mulvane and the Sumner Campus. The administration requests that the costs for the Winfield Campus will come from the Capital Outlay Mill (COM) since that campus is in the taxing district and such infrastructure costs are eligible for use of COM. The costs for the Mulvane Campus will come from the annual operating budget, and the Sumner Campus will come from the bond proceeds and sales tax revenues from the Sumner County ½ cent sales tax.

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

**RESOLVED**, that the Board of Trustees approve the purchase of the entire signage/wayfinding package for each of the other Cowley College campuses to include Winfield, Mulvane and the Sumner Campus at a price of \$141,840. The installation for the Winfield and Mulvane campuses will be self-performed by the Cowley Maintenance and Grounds department at a cost not to exceed \$15,000. The costs for the Winfield Campus will come from the Capital Outlay Mill (COM) since that campus is in the taxing district and such infrastructure costs are eligible for use of COM. The costs for the Mulvane Campus will come from the annual operating budget, and the Sumner Campus will come from the bond proceeds and sales tax revenues from the Sumner County ½ cent sales tax.

The motion was seconded by Glennis Zimmerman and carried.

Additionally, Dr. Walker presented the Board with a change order related to the infrastructure for the IT Lab in the Technology Building at the Sumner Campus.

2) Dr. Harold Arnett, VP of Academic Affairs, requested approval of the following Academic Programs:

- AAS-App Coding and Design (63 hrs)
- AAS-Software, Security and Development (64 hrs)
- Cert A-Database Administration (18 hrs)
- Cert A-Game Development (18 hrs)
- Cert A-Geographic Information Systems (18 hrs)
- Cert A-Information Security (18 hrs)
- Cert B-App Development (30 hrs)
- Cert B-Information Technology Foundations (31 hrs)
- Cert A-Agriculture (20 hrs)

He thanked David Hays and Michelle Schoon for their efforts on the development of the new programs.

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

**RESOLVED**, that the Board of Trustees approve the new academic programs, as presented.

The motion was seconded by Ned Graham and carried.

The Winfield center has undergone some recent renovations. Cowley College EMS is co-sponsoring HeartSafe Winfield, along with Winfield Fire/EMS, USD 465, William Newton Hospital, Southwestern College and GE. Cowley is providing equipment for hands-only CPR training in Winfield during February. So far, nearly 200 people have been trained in this life saving intervention. Julie Rhoads, Cowley College Director of Education, is working on updating course procedures for two courses to ensure those transfer to all university education programs. Math and Science day finished with 125 students and 11 sponsors attending the event.

- 1) Dr. Kori Gregg, VP of Institutional Advancement, provided an update on Foundation giving. The Foundation continues to see donations. KanOkla recently donated \$40,000 for the Sumner Campus in return for naming rights to the IT lab. The Foundation approved to contract with Cargill and Associates for consulting services related to the feasibility of undertaking a capital campaign. Staff from the firm will be conducting in-depth interviews of a selected sample of Cowley College Foundation constituents to assist with a capital campaign decision.
- 2) Paul Erdmann, VP of Information Technology, reported that the department is on the final 5 computers upgrades. Overall, over 580 computers have been upgraded since the beginning of October. The department continues working on SIS and updating the system to allow for payments on the mobile app. The team has been spending a substantial amount of time configuring for the Sumner campus.
- 3) Kristi Shaw, Executive Director of Enrollment Management, shared an enrollment update. FTE is currently sitting at 2,516 enrolled, and headcount is up by nearly 300 from this time last year. The department continues to clean up processes and is finalizing event dates for next academic year.
- 4) Chris Hollon, Executive Director of Institutional Effectiveness, provided an update on the Strategic Planning process. The Strategic Leadership team is moving into the planning phase and will be working closely with the Strategic Planning process to establish goals based on the input from the work that was previously done during the Opening Day In-service as well as Professional Development Day. The goal is to have the priorities reviewed by Administrative

Council and have the new plan launched by July 1. The annual HLC retreat will take place in Chicago in April.

- 5) Jason O'Toole, Executive Director of Student Affairs, reported that the dorms currently house 431 students, which is right in line with the 8-year average. Recent virtual tours of the dorms have been added to the website to assist potential students who may not be able to visit the campus in person. Homecoming week finished with 14 groups participating in the weekly activities. Lastly, Jim Brown provided Title IX training to employees at the recent Professional Development Day.
- 6) Janet Grace, Sumner Campus Operations Officer, shared an update on her Sumner County activities. The Sumner campus page of the website is being updated often with photos of the construction progress. March 2<sup>nd</sup> will be the Sumner/Harper Counties Superintendent, Principal, Counselor Day which will also be attended by the Wichita Workforce Alliance and other local business leaders.
- 7) Lory West, BCIT Faculty, provided a faculty update on behalf of Deborah Layton, Faculty Liaison. The Writing center sign-up is now on the Cowley go App. 33% of all international students have used the writing center. DECA had a total of 12 students participate in the state competition. 7 students qualified for the national convention in Washington DC. 8 impact students finished the first semester with a 4.0 GPA and 20 were named to the Dean's Honor Roll.
- 8) Shane Larson, Athletic Director, shared news of the women's indoor track and field team winning its first region title since 2011. The team will travel to Lubbock next weekend for indoor nationals. Men's and Women's Basketball teams will host the First-Round Region VI playoff games on Thursday, March 1. The Cowley Wrestling team had 6 athletes qualify to compete at the national tournament in Council Bluffs, IA.
- 9) The Transportation Report indicated total mileage of 37,192 for the month ending, January 31, 2018.

Jill Long 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 Bob Juden, and carried.

**Personnel**  
**Trans-**  
**actions**

The following personnel were presented for Board approval:

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, JoLynn Foster, are hereby authorized to execute the following personnel transactions as presented.**

**Terminations:**

- **Doug Stewart, Custodian/Grounds, effective December 11, 2017**

**Staff:**

- **Ian Alumbaugh, Head Bowling Coach, at an annual salary of \$41,000, plus staff fringe benefits, effective March 1, 2018.**
- **Tanner Brock, Assistant Soccer Coach (Men’s & Women’s)/Dorm Manager, at an annual salary of \$24,500, plus staff fringe benefits, effective February 20, 2018.**

**The motion was seconded by Ned Graham and carried.**

**Executive Session**

**Chair Foster stated that the Board of Trustees would recess into executive session to discuss non-elected personnel, regarding employee contracts, pursuant to the exception for discussions relating to non-elected personnel, and consultation with the Board Attorney on a matter deemed privileged, pursuant to the exception for attorney-client consultation, beginning at 7:40 pm and reconvening into open session at 7:50 pm in the same room.**

**The meeting then resumed in open session at 7:50 pm.**

**Second Executive Session**

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

**RESOLVED, that the Board of Trustees recess into executive session to discuss non-elected personnel, regarding employee contracts, pursuant to the exception for discussions relating to non-elected personnel, and consultation with the Board Attorney on a matter deemed privileged, pursuant to the exception for attorney-client consultation, beginning at 7:51 pm and reconvening into open session at 7:56 pm in the same room.**

**The motion was seconded by Ned Graham and carried.**

**The meeting then resumed in open session at 7:56 pm.**

**Third Executive Session**

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

**RESOLVED, that the Board of Trustees recess into executive session to discuss non-elected personnel, regarding employee contracts, pursuant to the exception for discussions relating to non-elected personnel, and consultation with the Board**

Attorney on a matter deemed privileged, pursuant to the exception for attorney-client consultation, beginning at 7:57 pm and reconvening into open session at 8:03 pm. in the same room.

The motion was seconded by Gary Wilson and carried.

The meeting then resumed in open session at 8:03 pm.

**Adjournment**

JoLynn Foster 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 Jill Long and carried.

The meeting adjourned at 8:03 pm.

**Tiffany Vollmer  
Board Clerk**