

**Cowley College  
Board of Trustee Official Minutes**

**March 12, 2018**

A meeting of the Board of Trustees of Cowley College was called to order on March 12, 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  
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  
Deborah Layton, Faculty Liaison  
Abby Hollins, Marketing Director  
Brooke Istas, Math Faculty

**Guests**

Cheri Hulse, Agora Architecture  
David Herlocker, Agora Architecture  
Major Eric Hollingsworth, State Education Officer  
Mary Anderson, March Student of the Month  
Felipe Escalante, Media Student  
Mike Bergagnini, Citizen  
Marilyn Bergagnini, Citizen

**Invocation**      The Invocation was presented by Nancy Burger.

**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 February 19, 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**

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

**RESOLVED**, that the receipt of the Financial Reports for the month ending February 28, 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 \$2,058.13. General Operating Activities disbursement include Foundation \$9,912.45; College Operating \$2,400,893.73 (net \$2,397,407.41) and Federal Funds \$23,588.00; for a total written of \$1,605,821.77 (net \$1,605,821.77). 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 February 28, 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 Glennis Zimmerman, and carried.

**Communications**

- 1) Donna Whiteman joined the meeting by conference call to provide clarification of the laws and best practices regarding public comment at a Board meeting.
- 2) Dr. Rittle delivered a College update:
  - Thanked the employees for their efforts and achievements this academic year.
  - While enrollment has been struggling for community colleges across the sector, Cowley had a strong semester. Overall student headcount was up by 5% and full time equivalent students (FTE) were up by 3%.
  - New athletic and academic programs have been added this year, along with new partnerships and new agreements. Those mentioned were the Wichita State 2+2 agreements, K-State Global Campus, the Winfield Correctional Facility Barbering program and Army ROTC.
  - The college has undergone several improvements this year on the main campus, including the admissions renovation, the Brown Center HVAC replacement and the new computer upgrades.

- The College has also seen an increase in property donations with roughly 5 acres of property donated within the year.
  - Lastly, the College now owns Carver Park and will take ownership of the Mulvane Bloomenshine building in June of this year.
- 3) Cowley Theatre students recently attended a field trip to NYC, where they attended Broadway shows and received training from the industry's best. The Board saw an overview of the trip.
  - 4) Jessica Lucas provided a legislative update
  - 5) Mary Anderson was recognized as March Student of the Month. Mary is from Lawton, OK and is a Business Administration major with a 3.63 GPA. Her college activities include Student Ambassadors, Student Senate Vice President, Cowley Tudor, Resident Assistant and Track and Field. Her future plans are to obtain a bachelor's degree in Business Administration at Emporia State.
  - 6) Agora Architecture provided an update on the construction of the Sumner Campus, including the proposed kitchen for the Short Education Center.
  - 7) Thank you to Cowley College from Arkansas City Chamber of Commerce.
  - 8) Congratulations to Cowley College Track and Field coaches from the U.S. Track and Field and Cross Country Coaches Association.
  - 9) Michael Bergagnini, spoke in regards to the Board of Trustees communications procedure.

### 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.*

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

**RESOLVED**, that the Board of Trustees not approve the Amendments to the Neighborhood Revitalization plan within the City of Arkansas City.

The motion was seconded by Ned Graham. Before a formal vote was cast, Gary Wilson withdrew his motion.

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

**RESOLVED**, that the Board of Trustees Table action on the Amendment to the Neighborhood Revitalization Plan with the City of Arkansas City until the April Board of Trustee Meeting.

The motion was seconded by Bob Juden, and carried.

- 2) Chair Foster recommended Board approval of the revised Board meeting Public Comment procedure and the revised language of the Communications procedure. In addition, it was requested that the Public Comments procedure be addressed immediately preceding Other Business.

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

**RESOLVED**, that the Board of Trustees approve of the revised Board meeting Public Comment procedure and the revised language of the Communications procedure.

**FURTHER RESOLVED**, that Public Comments procedure be addressed immediately preceding Other Business.

The motion was seconded by Brian Sanderholm, and carried.

- 3) Major Eric Hollingsworth, State Education Officer, provided an overview of the Army ROTC Program.

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

**RESOLVED**, that the Board of Trustees authorize College Administration to enter into the necessary partnerships to offer Army ROTC starting in the fall of 2018.

The motion was seconded by Bob Juden, and carried.

**Adminis-  
trative  
Reports**

The following Administrative Reports were reviewed:

- 1) The Board completed their first reading of the KPERS Working After Retirement Contribution and Gifts-In-Kind Acceptance policies. A second reading and final approval will be requested and the April Board meeting.
- 2) Dr. Gloria Walker, VP of Finance and Administration, presented the following items for approval.

Administration requested Board of Trustee approval to fund a proposal from Conco Construction for a cost not to exceed \$500,000 to construct and equip the catering kitchen and dine-in space in the Short Education Building as long as the work can be performed during the construction timeline of the Short Education Building. This cost included build-in and stand-alone equipment and fixtures for a catering kitchen but does not include dining furniture. This is a stand-alone proposal/contract, and will not be part of the current Guaranteed Maximum Price (GMP) for the site infrastructure, Technology Building, and Short Education Building contract.

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

**RESOLVED**, that the Board of Trustees approve and fund a proposal from Conco Construction for a cost not to exceed \$500,000 to construct and equip the catering kitchen and dine-in space in the Short Education Building as long as the work can be performed during the construction timeline of the Short Education Building.

The motion was seconded by Glennis Zimmerman, and carried.

Administration requested Board of Trustee approval to fund a proposal from Agora Architecture for the design, including the engineering work, of the catering kitchen on an hourly fee basis, at a total cost not to exceed \$38,750.00 from reserves.

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

**RESOLVED**, that the Board of Trustees approve to fund a proposal from Agora Architecture for the design, including the engineering work, of the catering kitchen on an hourly fee basis, at a total cost not to exceed \$38,750.00 from reserves.

The motion was seconded by Ned Graham, and carried.

Administration requested Board of Trustee approval of the proposal from Great Western Dining (GWD) to enter into an investment contract of \$130,000 for a period not to exceed eight years (three remaining years on the current Ark City Campus contract plus five additional years for the new investment. This option will not affect the current board rate at the Ark City Campus other than the normal requested Consumer Price Index (CPI) increase, which is negotiated annually. Payment of this investment (\$130,000) will be over a two-year period. This investment will be used to offset the construction costs of the kitchen.

Great Western Dining proposes to run the dining service on a break-even basis for the first year to assess the demand of dining service. During the first year, if the dining service is profitable, GWD will pay those profits to the college. For illustration purposes – the dining service for one week takes in \$4,000 in services and the expenses for those services are \$3,200, GWD would pay the college the \$800.00 profit. The contract would include an option to terminate by either party at any time, and any unamortized investment will be pay back to GWD. The college will propose a five-year amortization period of the investment.

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

**RESOLVED**, that the Board of Trustees approve the proposal from Great Western Dining (GWD) to enter into an investment contract of \$130,000 for a period not to exceed eight years (three remaining years on the current Ark City Campus contract plus five additional years for the new investment).

The motion was seconded by Brian Sanderholm, and carried.

Administration requested Board approval of the proposal from Pro Track for track resurfacing based on the best qualified proposal at a cost not to exceed \$99,476.00 to include all options. The project will be funded from the Athletics Department current budget.

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

**RESOLVED**, that the Board of Trustees approve the proposal from Pro Track for track resurfacing based on the best qualified proposal at a cost not to exceed \$99,476.00 to include all options. The project will be funded from the Athletic Department's current budget.

The motion was seconded by Bob Juden, and carried.

- 2) Dr. Harold Arnett, VP of Academic Affairs, Shared the 2017 Core Indicators Report from the Kansas Board of Regents, recently released for the Perkin's Technical Education programs. Cowley's programs were within 90% of

reaching the retention goals, and met or exceeded five of the six core indicators. In addition, Dr. Arnett thanked the faculty and administrators for their efforts in obtaining the follow up data and helping with the report.

- 1) Dr. Kori Gregg, VP of Institutional Advancement, presented the annual Cowley College view book, which showcases what the college has to offer potential students. Shared kudos to the Marketing team for all of their talent and efforts. The team is currently in the process of filming the new commercial while producing the entire thing in house. The team has also created the new tag line "Together We Roar" with the help of students and surveys. In addition, Dr. Gregg shared the latest figures for donations received in exchange for naming rights for the Sumner campus. In the last two months, the college has received roughly \$190,000 in donations for the campus.
- 2) Paul Erdmann, VP of Information Technology, updated the Board on the computer upgrades. All of the new machines have been deployed and the college will be selling the old machines in an auction. The team is gearing up to spend a large majority of their summer preparing the Technology and Innovation Center at the Sumner Campus.
- 3) Kristi Shaw, Executive Director of Enrollment Management, shared the current enrollment numbers. Overall, headcount is up as compared to our standings at this time last year.
- 4) Chris Hollon, Executive Director of Institutional Effectiveness, informed the Board of the upcoming Higher Learning Commission Annual Conference taking place April 7-9 in Chicago. Dr. Michelle Schoon will join him at the conference. The Strategic Leadership team has reviewed the proposed goals set forth in the strategic planning process.
- 5) Jason O'Toole, Executive Director of Student Affairs, provided a housing update. The dorms have 425 students equaling 85% occupancy. The team has reported receiving hundreds of views to the online virtual dorm tours, the majority of which have come from outside of the State. The Cowley College Impact program recently handed out nearly \$17,000 in supplemental grant aid to hardworking students with at least a 2.5 GPA. Staff put together gift bags, provided a pizza lunch and delivered gift cards to students who did not qualify for the scholarships.
- 6) Janet Grace, Sumner Campus Operations Officer, shared a recap of the recent Superintendent, Principal, Counselor day in Sumner County on March 2. The event drew over 34 educators, business leaders and dignitaries.
- 7) Deborah Layton, Faculty Liaison, provided a faculty update. Instructors are reaching the midway point in the semester. Faculty are attending conferences

and professional development trainings. Also mentioned, was the State High School DECA Conference held March 3-6 in Kansas City, and the Phi Theta Kappa Kansas-Nebraska Regional Convention in Lincoln, Nebraska, March 2-4.

8) Shane Larson, Athletic Director, provided a winter sports recap. The Region VI basketball tournament concluded with the Cowley men’s team losing in the first round, while the women lost out in the second round. The Tiger Indoor Track and Field teams finished among the top 25 in the nation and track and field Coaches Mark Phillips and Dan Adler received head and assistant coach of the year awards. Sophomore wrestler, Marcelino Lopez placed 5<sup>th</sup> at the National Tournament in Council Bluffs, IA, and became the first All-American in Cowley history. Also mentioned was the success of the cheer and dance teams at their recent competitions.

9) The Transportation Report indicated total mileage of 35,006 for the month ending, February 28, 2018.

Bob Juden 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, 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  
Trans-  
actions**

The following personnel were presented for Board approval:

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

**Resignations:**

- Cara Kem Cassens, Director of Theatre, effective at the end of the 2017-2018 contract year.
- Loretta Klamik, Psychology Instructor, effective at the end of the 2017-2018 contract year.
- David Smith, Director of Vocal Music, effective at the end of the 2017-2018 contract year.

**Staff:**

- Guillermo Botello, Admissions Representative – Sumner Campus, at an annual salary of \$29,600, plus staff fringe benefits, effective March 26, 2018

- John Donaldson, Dorm Manager/Intramural Coordinator, at an annual salary of \$24,500, plus staff fringe benefits, effective March 26, 2018.
- O.B.L. Walker, Custodian/Grounds, at an hourly rate of \$10.00, plus staff fringe benefits, effective March 20, 2018

The motion was seconded by Jill Long, and carried.

**Other  
Business**

Mike Bergagnini addressed the Board in regards to Cowley's Future.

**Adjourn-  
ment**

Gary Wilson 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 8:36 pm.

Tiffany Vollmer  
Board Clerk