

**Cowley College  
Board of Trustee Official Minutes**

**March 18, 2019**

A meeting of the Board of Trustees of Cowley College was called to order on March 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  
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. Michelle Schoon, 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  
Julie Rhoads, Director of Education  
Janet Davidson, Director of Early Childhood Education  
Meg Smith, Director of Mass Communications  
Bryan McChesney, Systems Administrator  
Joe Shriver, Bus Driver/Inventory Specialist  
Jennifer Rupp, Humanities Instructor

**Guests**

Jessica Lucas, Government Affairs Liaison  
Marcela Dantas, March Student of the Month  
Taylor Hinnenkamp, April Student of the Month  
Pastor Dennis Voth, Central Christian Church  
Vick Olmstead, Central Christian Church  
Jay Warren, Central Christian Church  
Mike Bergagnini, Citizen

**Invocation**

The Invocation was presented by Glennis Zimmerman.

### 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 February 18, 2019 are hereby adopted and the Board Clerk directed to file 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 February 28, 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 Glennis Zimmerman 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 \$1,528,762.32 (net \$1,503,128.44). General Operating Activities disbursements include Foundation \$15,843.22; College Operating \$1,325,753.14 (net \$1,318,250.18) and Federal Funds \$12,799.05; for a total written of \$1,354,395.41 (net \$1,346,892.45). 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 February 28, 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 JoLynn Foster and carried.

### Communications

1) Dr. Rittle delivered a College update:

- Mentioned the recent successful Paramedic Program accreditation visit where no citations were received. Praised Chris Cannon and his paramedic instructor team on their hard work.
- Enrollment for the summer and fall terms opened on March 5.
- The annual Board of Trustees Retreat will take place March 23<sup>rd</sup> at Winfield Chamber

- 2) **Marcela Dantas was recognized as the March 2019 Student of the Month. Marcela is from Itapeva, MG – Brazil and is a Mass Communications major with a 3.65 GPA. Her college activities include the Cowley Soccer Team, Media Club, Resident Assistant, Student Ambassador, Cowley Press, and writing center tutor. Her future plans are to finish her degree in journalism.**
- 3) **Taylor Hinnenkamp was recognized as the April Student of the Month. Taylor is from Augusta, KS and is an Accounting major with a 3.95 GPA. Her college activities include the Cowley Softball Team, Tutor and REVERB. Her future plans are to attend Missouri Southern State University to play softball and continue the pursuit of a degree.**
- 4) **Jessica Lucas provided a legislative update**
- 5) **Tara Lukert, Student Senate President, provided a student update**
- 6) **Media Club/Mass Communications students provided a recap of their recent trip to New York City.**
- 7) **Best regards to Dr. Rittle from Kurt Yowell, MKEC**

**Board Reports**

- 1) **Chair Long and Dr. Rittle requested Board approval for the College to host Short General Education Center Gala, to include alcoholic beverages, in the Short General Education Center on the Sumner Campus on Thursday, April 25th. The beverages will be administered and supervised by a licensed bar service (see attached contract).**

**JoLynn Foster Introduced and moved the adoption of the following resolution:**

**RESOLVED, that the Board of Trustees authorize the College to host the Short General Education Center Gala, to include alcoholic beverages, in the Short General Education Center on the Sumner Campus on Thursday, April 25, 2019.**

**The motion was seconded by Brian Sanderholm and carried.**

- 2) **Chair Long and Dr. Rittle requested Board approval for Chair Long to sign the Lease Agreement for the Central Christian Church Annex Building to become the site of the Cowley College Education Center.**

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

**RESOLVED, that the Board of Trustees authorizes Chair Long to sign the Lease Agreement for the Central Christian Church Annex Building to become the site of the Cowley College Education Center.**

**The motion was seconded by Gary Wilson and carried.**

- 3) Nancy Burger and Dr. Rittle attended the PTK Luncheon and KACCT Quarterly Meeting on Thursday, March 7, at the Ramada Inn Downtown in Topeka. Trustee Burger provided a brief recap.
- 3 Cowley students were recognized at the PTK luncheon.
  - Attended the KACCT breakout session where the group heavily discussed the impending House Bill 2144.

### Administrative Reports

The following Administrative Reports were reviewed:

- 1) Dr. Gloria Walker, VP of Finance and Administration, provided a Sumner Campus update. Construction remains on schedule and within the Guaranteed Maximum Price. Furniture for the Short General Education Center has been delivered and bookstore installation was recently completed. Dr. Walker also informed the Board that the evaluation committee reviewed two request for qualifications (RFQ) for the Campus Master Plan Study and ultimately determined that the college should postpone the study for a minimum of one year. The college is also soliciting a RFQ for the Deferred Maintenance and Energy Conservation Audit. The RFQ is due Thursday, March 28. Evaluations of submittal will be conducted by the end of April 2019 with a recommendation to the Board by the May meeting.
- 2) Dr. Michelle Schoon, VP of Academic Affairs, provided a curriculum update. News Reporting is being changed to Writing for the Media, while Newspaper Production and Communications Practicum are being merged in their content to now be News Media Practicum. Art History I will now be Art History, Prehistoric to Medieval, and Art History II will now be Art History, Renaissance to Contemporary. She also mentioned six DECA students qualified for nationals, and Julie Rhoads recently presented information regarding Continuing Education Credit to USD 259 Wichita Teachers at their recent in-service day during the Science Workshop with Kansas Strong.
- 3) Dr. Kori Gregg, VP of Institutional Advancement, mentioned the recent fundraising event held for the Cowley College Pep Band. Currently funds raised are at \$2,000 and an ongoing campaign by the students will end April 30, which should bring the fundraiser to its goal of \$3,000. Dr. Gregg also shared copies of the College Viewbook which will be given to students that come on a recruiting visit to Cowley. She thanked Abby Hollins, Kris Ripley and Kristi Shaw's admissions team on the wonderful work done on the Viewbook.
- 4) Bryan McChesney, Systems Administrator, provided an information technology update on behalf of Paul Erdmann, Vice President of Information Technology. McChesney thanked the Board for approving the hiring of SQL database administrator Rick Waldorf, who has been a great addition to the team. McChesney also mentioned that the phone system upgrade is complete at all Cowley sites and said equipment installation is ongoing at the Short General Education Center.

- 5) **Kristi Shaw, Executive Director of Enrollment Management, Shaw said spring enrollment currently stands at 2,521 with summer and fall enrollment underway.**
- 6) **Debbie Phelps, Executive Director of Institutional Effectiveness, provided an update. The information for the CTE Special Collection will be reported during April in order to capture any high school enrollments in late starting CTE classes. Phelps and retention coordinator Stefani Jones have begun a trial period with Tableau, a data visualization company to determine if their services will exceed the dashboards currently available to the College with Zogotech.**
- 7) **Jason O'Toole, Executive Director of Student Affairs, provided a housing update. The dorms are currently at 82.4% occupancy. O'Toole also mentioned the Annual Performance Report was submitted with great results, while the IMPACT program delivered fall supplemental Grant Aid to 10 students totaling \$6,520.**
- 8) **Jan Grace, Sumner Campus Operations Officer, discussed the monthly Chamber meetings, Rotary, City Council, Sumner County Commission, and Sumner Campus construction meetings she attended. Grace also mentioned the Golden Tigers program that began March 6 at the Sumner Campus, and the Veteran's program that is being developed at the Sumner Campus. There will be a Flag Day ceremony held at the Sumner Campus on June 15.**
- 9) **Deborah Layton, Faculty Liaison, mentioned Julie Rhoads presentation to Veterans on March 2 regarding Troops to Teachers in an effort to recruit Veterans to become teachers to fill open positions in our schools. She also informed the Board of the conferences and career fairs recently attended by faculty. Layton also shared the good news on Cowley's Phi Theta Kappa organization once again receiving 5 Star status, which is the highest obtainable rank internationally. The PTK Benefit Dinner and Silent Auction will take place Tuesday, March 26 at 6 p.m.**
- 10) **Shane Larson, Athletic Director, provided a sports update. The Tiger women and men's track and field and bowling teams recently competed at nationals as did eight Cowley wrestlers. With the spring season underway there are numerous opportunities to watch and support Tiger athletics over the next eight weeks. Larson also mentioned the Alumni Volleyball Match that will take place April 20 inside W.S. Scott Auditorium, and the Athletic Banquet that will be held April 24 at the newly renovated Agri Business Building.**
- 11) **The Transportation Report indicated total mileage of 29,600 for the month ending, February 2019.**

**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 Gary Wilson and carried.

### Personnel Transactions

JoLynn Foster 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:**

- Sally Palmer, Director of Financial Aid, effective March 12, 2019
- Valerie White, Admissions Coordinator, effective March 15, 2019
- Sheila Officer, Adult Basic Educator, effective March 21, 2019
- Guillermo Botello, Admissions Coordinator, effective March 29, 2019
- Lory West, Business and Computer Applications Faculty, effective May 14, 2019

#### **Faculty**

- Joe Classen, NDT Lead Instructor, at an annual rate of \$50,999, plus fringe benefits, based on classification "C" of the Faculty Master Agreement, effective August 1, 2019
- Jeremy Kirk, Director of Instrumental Music, at an annual salary of \$50,999, plus fringe benefits, based on classification "C" of the Faculty Master Agreement, effective August 1, 2019

#### **Staff:**

- Rae Lynn Axelson, Custodian, at an hourly rate of \$10.60, plus staff fringe benefits, effective March 19, 2019
- Kathi Hawkins, Department Secretary – Registrar's Office, at an hourly rate of \$13.37, plus staff fringe benefits, effective March 19, 2019

The motion was seconded by Nancy Burger and carried.

### Public Comment

### Other Business

### Adjournment

Ned Graham 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 JoLynn Foster and carried.

**With no other business to be considered, Jill Long, Board Chair, declared the meeting adjourned at 7:27 pm**

**Tiffany Vollmer  
Board Clerk**