

**Cowley College
Board of Trustee Official Minutes**

April 15, 2019

A meeting of the Board of Trustees of Cowley College was called to order on April 15, 2019 at 6:00 pm, at the Cowley College Wichita Downtown Center, 532 S. Market, Wichita, KS.

Trustees Present Jill Long - Chair
Nancy Burger
JoLynn Foster
Ned Graham
Glennis Zimmerman (by phone)
Bob Juden (by phone)

Staff

Dr. Dennis C. Rittle, President
Tiffany Vollmer, Board Clerk
Dr. Michelle Schoon, VP of Academic Affairs
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
Janet Grace, Sumner Campus Operations Officer
Shane Larson, Athletic Director
Rama Peroo, Director of Instit. Comm. And Public Relations
Eddie Andreo, AVP of Distance Learning and Site Management
Julie Rhoads, Director of Education

Guests

Jessica Lucas, Government Affairs Liaison
Michael Bergagnini, Citizen

Invocation

The Invocation was presented by Ned Graham.

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 March 15, 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 Ned Graham and carried.

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

RESOLVED, that the Minutes of the Board of Trustee Retreat, conducted on March 23, 2019 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 JoLynn Foster 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 March 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 Ned Graham and carried.

Bills & Claims

Glennis Zimmerman 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 \$249,060.75 (net \$207,191.52). General Operating Activities disbursements include Foundation \$13,976.80; College Operating \$1,859,227.83 (net \$1,857,754.49) and Federal Funds \$4,837.27; for a total written of \$1,878,041.90 (net \$1,876,568.56). 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 March 31, 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:

- The Grand Opening for the Sumner Campus will take place on April 27th from 10:00am-2:00pm. The event is family friendly and open to the public.
- Cheer and Dance attended their national competition in Las Vegas, NV this past weekend. Cheer placed 2nd and the dance team placed third at the competition.
- Cowley will sign a 2+2 agreement with Friends University to revisit their partnership which allows Cowley graduates to seamlessly transfer into the Friends University business management bachelor's degree program by taking Friends upper level coursework on the Cowley College Main campus.

- Will be hosting his spring series of Tiger Talks at all of the college locations this week.
 - The honors and Awards banquet will take place on April 16th, while the Athletic Banquet will be held on April 24th.
 - This year's commencement ceremonies will take place at 10am and 1pm on May 4.
- 2) Student Update report submitted by Donte' Chattman, Incoming Student Senate President
 - 3) Thank you to Cowley College from Ryan Doom
 - 4) Thank you to Cowley College from the Argonia After Prom committee
 - 5) Thank you to Cowley College from the Winfield Viking Yearbook Committee
 - 6) Thank you to Dr. Rittle from Nancy Burger
 - 7) Thank you to Cowley College from the Ark City Chamber of Commerce
 - 8) Thank you Cowley College from the Walnut Valley Quilters Guild
 - 9) Thank you to Dr. Rittle from Linda Fund
 - 10) Thank you to Dr. Rittle from Lauren Rosales
 - 11) Thank you to Dr. Rittle from Rita Johnson
 - 12) Thank you to Cowley College from the Yates Center After Prom Parents
 - 13) Thank you to Cowley College from Cheryl Maier

Board Reports

- 1) Dr. Rittle attended the Higher Learning Commission Annual Conference, April 6-8 in Chicago, IL. He provided a brief update on his attendance of the President's Track.
 - The biggest discussion pertained to the matter of how we measure credit hours and education as a whole.
 - Discussed how Pell will be utilized for short term certificates

Administrative Reports

The following Administrative Reports were reviewed:

- 1) Dr. Dennis C. Rittle, College President, provided a finance and administration update on behalf of Dr. Gloria Walker. We have now achieved the guaranteed maximum price and the construction is completed. Furniture is in and installation is nearly complete. Landscaping will be completed by the end of April. Chair Long thanked the employees for their efforts to open the campus. Five firms have responded to the request for qualification for the deferred maintenance

and energy conservation audit. The firms will be interviewed by the evaluation committee in the first week of May with a recommendation to the Board at the May 20th meeting.

- 2) Dr. Michelle Schoon, VP of Academic Affairs, thanked Midwest electric for the donating of electrical fixtures for the Manufacturing Technology program to enhance efforts to teach residential, commercial, and industrial lighting within coursework. Dr. Schoon also mentioned the workshops and conferences recently attended by writing and cinema class students as well as the large state music ensemble that Cowley College hosted.
- 3) Dr. Kori Gregg, VP of Institutional Advancement, provided a Foundation update. The Cowley Foundations is in the healthiest financial status that it has ever been. Planning is underway for the annual Foundation Duck Dash which will be held May 18th at Springhill Farms. Several new sponsors from Sumner County and the surrounding areas have helped the event see an increase of 15 sponsors. Dr. Gregg will be bringing forward proposals for a CMS website system at the July Board meeting. This would allow each person to update their own content on the website. The Golden Tigers program has seen a 22% increase in enrollment from last spring largely in part to the addition of Golden Tigers in Sumner County.
- 4) Paul Erdmann, VP of Information Technology, provided an information technology Yesterday the Student information system had a major upgrade with no issues thus far. Additionally, the team has been hard at work to complete the equipment installation at the Short General Education Center.
- 5) Kristi Shaw, Executive Director of Enrollment Management, provided an enrollment update. Enrollment as of last year on this date is up 22.9 FTE in summer enrollment and 65.7 FTE in fall enrollment. Also mentioned was the upcoming scholarship nights planned for area high schools as well as the numerous high school visits and career fairs attended by the admissions teams.
- 6) Debbie Phelps, Executive Director of Institutional Effectiveness, informed the Board that the IPEDS collection year ended on a successful note with all surveys entered prior to the lock date. The final Kansas Board of Regents submission for the Institutional Effectiveness Office is the spring CTE Special Collection, due May 4. This file has been submitted to the Regents and will be finalized when the 2019 AY collection is submitted by the early fall. She also mentioned the training sessions she attended at the Higher Learning Commission annual conference held in Chicago.
- 7) Jason O'Toole, Executive Director of Student Affairs, provided a housing update. There are currently 399 students in housing, finishing the year at 79% occupancy. 400 students are finishing up the year as paying housing students. O'Toole said cable will be cut out of the dorms and they will go with a beefed up data wireless system through Cox Communications. This change will also result in net savings to the College of roughly \$35,000.
- 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 Veteran's Tribute and Flag Day dedication planned for June 1. The Veteran's Tribute will take place at the Wellington Heat baseball game and the Flag Day dedication will be held at Cowley College's Sumner Campus. Grace also mentioned organizations that have recently used the facilities at the Sumner Campus.

- 9) Dr. Michelle Schoon, VP of Academic Affairs, filled in for Deborah Layton, Faculty Liaison. Dr. Schoon mentioned the Writing Center has worked with 86 students through 161 visits. She also mentioned the Phi Theta Kappa Honors Organization attended the international convention, PTK Catalyst, April 4-7 in Orlando, FL. Layton accompanied seven students on the trip. Lastly, she mentioned the Association of Writers and Writing Programs annual conference attended by Kyle Hays.
- 10) Shane Larson, Athletic Director, provided a sports update. Larson informed the Board that baseball, men's and women's track and field, and men's and women's tennis are each ranked in the top-20 nationally. Larson also mentioned the Tiger Booster Club Athletic Banquet that is planned for Wednesday, April 24 at the Agri Business Building in Arkansas City. Larson also provided the Board with a schedule of regional and national competitions the Tiger athletic teams will be taking part in during the month of May. Lastly, he provided an update on the newly formed Bowling programs that placed in the top-20 nationally. There were 21 athletes associated with the men and women's program in the initial season. Moving forward, the program seeks to have around 40 athletes on the roster in subsequent years to ensure the program's profitability.
- 11) The Transportation Report indicated total mileage of 26,021 for the month ending, March 2019.

Nancy Burger 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.

Legislative Update

- Jessica Lucas provided a Legislative Update

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.

Retirement:

- John Carl Garison, Maintenance Technician, effective June 10, 2019

Resignations:

- Julia Jarboe, Mulvane Site Coordinator, effective March 8, 2019
- Michael McCune, Custodian, effective March 10, 2019
- Tiffany Killblane, Life Science Instructor-Mulvane, effective May 14, 2019

Faculty:

- Michael Christensen, Director of Instrumental Music, at an annual salary of \$49,824 per classification "G" of the faculty Master Agreement, plus fringe benefits, effective August 1, 2019
- Casper Fredsgaard, Biology Instructor-Mulvane, at an annual salary of \$43,525, per classification "C" of the faculty Master Agreement, plus fringe benefits, effective August 1, 2019
- Jennie Larson, Biology Instructor, at an annual salary of \$50,684, per classification "G" of the faculty Master Agreement, plus fringe benefits, effective August 1, 2019

Staff:

- Stephanye Edwards, Admissions Representative/Student Athlete Advisor, at an annual salary of \$37,000 plus staff fringe benefits, effective April 16, 2019
- Bryson Looney, Custodian-3rd Shift, at an hourly rate of \$10.60 plus staff fringe benefits, effective April 16, 2019
- Darci Sampson, Director of Financial Aid, at an annual salary of \$56,830, plus staff fringe benefits, effective April 16, 2019
- Kimberly Wasko, Accounts Receivables Specialist, at an hourly rate of \$14.00, plus staff fringe benefits, effective April 16, 2019
- Jessica Yunker, Admissions Representative, at an annual salary of \$29,785, plus staff fringe benefits, effective April 16, 2019

The motion was seconded by Ned Graham and carried.

Public Comment**Other Business****Adjournment**

Nancy Burger 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 7:16 pm

**Tiffany Vollmer
Board Clerk**