

**Cowley College
Board of Trustee Official Minutes**

April 16, 2018

A meeting of the Board of Trustees of Cowley College was called to order on April 16, 2018 at 6:00 pm, in the President's private dining room, McAtee Dining Center, 200 S 4th Street in Arkansas City, KS

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

Staff

Dr. Dennis C. Rittle, President
David Andreas, Legal Counsel
Tiffany Vollmer, Board Clerk
Dr. Gloria J. Walker, VP of Finance and Administration
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
Dr. Michelle Schoon, Natural Science Faculty and Dept. Chair
Rama Peroo, Director of Institutional Comm. and Public Relations
Roxanna James, Director of IMPACT Programs
Loretta Waldroupe, Math Specialist, Student Support Services
Mike Rosales, Advisor, TRiO
Kim Martin, Department Secretary, TRiO
Diane Flickinger, English Specialist, Student Support Services
Joe Shriver, Bus Driver and Inventory Specialist
Brooke Istas, Math Instructor

Guests

Jessica Lucas, Government Affairs Liaison
Jake Hawker, April Student of the Month
Jeni McGee, AC Daily Bytes
John Shelman, Cowley CourierTraveler
Michael Bergagnini, Citizen
Vicki Jackson, Citizen

Invocation The Invocation was presented by Glennis Zimmerman.

**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 March 12, 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 March 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 \$1,753,712.54 (net \$1,709,218.81). General Operating Activities disbursements include Foundation \$896.68; College Operating \$1,740,427.43 (net \$1,739,459.43) and Federal Funds \$3,655.25; for a total written of \$1,744,979.36 (net \$1,744,011.36). 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 31st, 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.

**Communi
cations**

1) Dr. Rittle delivered a College update:

- The regular July Board of Trustee meeting will take place on Tuesday, July 10th at 6:00 pm in the Wright Room. The College will bring in a guest speaker to provide a 1-hour KORA/KOMA training, which is open to the public.
- The ceremonial Legislative Look-in, Wellington Chamber ribbon cutting and signing of Farm Bureau partnership will take place at the Sumner Campus Technology and Innovation Center on August 9th. The Farm Bureau partnership will be the first time in Kansas State history that two

counties (i.e. Cowley and Sumner) have partnered together at the college level.

- The new signage is being installed with more to come. Some modifications have been required, including the addition of 600 lbs. of concrete which had to be poured to support the base of the new LED sign.
- Donations continue to rise. Over \$300,000 has been pledged in exchange for naming rights at the Sumner Campus.
- Presented to Roxanna James, Director of IMPACT Programs, the Proclamation from the City of Arkansas City, recognizing April 16 as Cowley College Student Support Services Day.

- 2) Jessica Lucas provided a legislative update.
- 3) Jake Hawker was recognized as the April Student of the Month. Jake is from Camberley, England and is a Business Sports Management major with a 3.79 GPA. His college activities include Resident Assistant and the Cowley Soccer team. His future plans are to transfer to a university in north Florida to continue playing soccer. Jake is the current College record holder for most goals scored in any one game.
- 4) Roxanna James provided an update on the Cowley IMPACT/TRiO Student Support Services Program. This year marks the 20th anniversary of the Cowley College program, the 40th anniversary for the State of Kansas, and the 50th year since the federal government introduced the program. IMPACT has served 3,280 students and has received over 4.5 million dollars over the 20-year span. Roxanna also introduced her fellow TRiO employees, Mike Rosales, Diane Flickinger, Kim Martin and Loretta Waldroupe.
- 5) Agora Architecture donated a plaque for the Cowley College Sumner Campus.
- 6) Thank you to Dr. Rittle from Mark McGuigan, Mid-Continent Financial.

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 approve the Amendments to the Neighborhood Revitalization plan within the City of Arkansas City.

The motion was seconded by Brian Sanderholm, and carried.

- 2) Chair Foster and Dr. Rittle requested an Executive Session at the conclusion of the meeting to discuss non-elected personnel, regarding employee compensation, pursuant to the exception for discussions relating to non-elected personnel, and consultation with legal counsel on a matter deemed privileged, pursuant to the exception for attorney-client consultation, for 10 minutes. No action will follow.

**Adminis-
trative
Reports**

The following Administrative Reports were reviewed:

- 1) The Board completed their second and final reading of the KPERS Working After Retirement Contribution and Gifts-In-Kind Acceptance policies.

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

RESOLVED, that the Board of Trustees approve the KPERS Working After Retirement and Gifts-In-Kind Acceptance policies.

The motion was seconded by Bob Juden, and carried.

- 2) Dr. Gloria Walker, VP of Finance and Administration, discussed properties that the college has acquired. The college received property at 415 West Washington in Arkansas City, donated by the Carrie Effie Bowman estate. In addition, the College

has now taken ownership of Carver Park, after a transfer agreement was signed between the College and the City of Arkansas City.

- 3) Dr. Michelle Schoon, Natural Science Instructor and Department Chair, shared an Academic Affairs update on behalf of Dr. Harold Arnett. After submitting the computer science program proposals to the Kansas Board of Regents, Academics learned that the College had an old Associate of Applied Science (AAS) degree in computer science using the same career code already approved. KBOR staff recommended a program revision instead of requesting approval for the new programs. Although it would require similar justification and documentation, it would not require process step approval by the Technical Education Authority, KBOR curriculum committees or the Board of Regents. It will require approval by KBOR staff.

Academics followed KBOR staff recommendations and obtained Academic Affairs Council and Administrative Council approval for the revised AAS degree in Computer Science and for the revised certificate programs. Academics requested Board of Trustees approval of the revised proposals.

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

RESOLVED, that the Board of Trustees approve the revised AAS degree and revised certificate programs as presented.

The motion was seconded by Gary Wilson, and carried.

- 4) Abby Hollins, Director of Marketing, shared an Institutional Advancement update on behalf of Dr. Kori Gregg, presenting the tracking document for the Sumner Campus giving campaign. The Sumner campus campaign has generated \$329,950, while Foundation gifts total \$741,102, compared to \$223,191 at this time last year.
- 5) Paul Erdmann, VP of Information Technology, informed the Board of the completion of the computer replacement project, and recent auction of the old devices. The team has been working on the upgrades and changes to the Bloomenshine building in Mulvane to prepare for the move taking place over the summer. The department is also busy obtaining specs and ordering equipment for the Sumner Campus.
- 6) Kristi Shaw, Executive Director of Enrollment Management, shared a department update. Admissions staff have been recruiting heavily. Enrollment is up by more than 100 students from this time last year for the spring, summer and fall semesters. Additionally, Kristi expressed appreciation for her team and all of their hard work.

- 7) Chris Hollon, Executive Director of Institutional Effectiveness, shared statistics from the recent Integrated Post-secondary Education System (IPEDS) reporting, comparing our enrollment to that of our peers.
- 8) Jason O’Toole, Executive Director of Student Affairs, provided an update on dorm occupancy. There are 422 students in the dorms currently, which is up from 413 at this time last year. The annual Honors and Awards Banquet will take place tomorrow night at 6:30 in the Wright Room.
- 9) Janet Grace, Sumner Campus Operations Officer, shared news of the Sumner Campus enrollment day, taking place on April 20 at Wellington High School. Cowley will be hosting the Wellington Chamber Coffee to include tours of the Technology and Innovation Center, followed by the Chamber luncheon on April 26th.
- 10) Deborah Layton, Faculty Liaison, provided an update on behalf of the faculty. Instructors are interested in learning more about the new systems that we have.
- 11) Shane Larson, Athletic Director, provided a spring sports update. The annual Athletic Banquet will take place on April 25th at 6:00 pm in the Agri-business Building. Men’s and Women’s tennis will be hosting the Region VI tournament on April 20-21 at the Ark City High School Tennis Courts.
- 12) The Transportation Report indicated total mileage of 36,469 for the month ending, March, 2018.

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 Glennis Zimmerman, 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.

Resignations:

- **Cassady Cook, Assistant Volleyball Coach, effective May 22, 2018**
- **Roxie Froese, Security Officer, effective April 2, 2018**
- **Kelsey Steiner, Financial Aid Specialist, effective April 11, 2018**
- **Bethany Stewart, BCIT Faculty, effective at the end of the 2017-2018 contract year.**

Faculty:

- **Buddy Curry II, Agriculture Program Coordinator (Sumner Campus), at an annual salary of \$58,640 plus fringe benefits, based on classification “C” of the Faculty Master Agreement, effective June 1, 2018.**
- **John Murray, Lead NDT Instructor (Sumner Campus), at an annual salary of \$54,280, plus fringe benefits, based on classification “A” of the Faculty Master Agreement, effective August 1, 2018.**
- **AJ Ybarra, Math Instructor, at an annual salary of \$45,731, plus fringe benefits, based on classification “C” of the Faculty Master Agreement, effective August 1, 2018.**

The motion was seconded by Ned Graham, and carried.

**Public
Comment**

Lacey Pool, Realtor with Homestead Realty requested to speak, but was not in attendance at the meeting.

**Executive
Session**

Bob Juden introduced and moved the adoption of the following resolution

RESOLVED, that the Board of Trustees enter into executive session to discuss non-elected personnel, regarding employee compensation, pursuant to the exception for discussions relating to non-elected personnel, and consultation with legal counsel on a matter deemed privileged, pursuant to the exception for attorney-client consultation, at 6:57 pm and reconvening in open session at 7:07 pm in the same room.

The motion was seconded by Ned Graham, and carried.

The meeting then resumed in open session at 7:07 pm.

**Other
Business**

**Adjourn-
ment**

Ned Graham 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 Bob Juden and carried.

The meeting adjourned at 7:08 pm.

**Tiffany Vollmer
Board Clerk**