

**Cowley College
Board of Trustee Official Minutes**

July 10, 2018

A meeting of the Board of Trustees of Cowley College was called to order on July 10, 2018 at 7:00 pm, in the Wright Room of the Brown Center, 215 S. 2nd 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
David Andreas, Legal Counsel
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
Jason O’Toole, Executive Director of Student Affairs
Janet Grace, Sumner Campus Operations Officer
Deborah Layton, Faculty Liaison
Rama Peroo, Director of Instit. Comm. And Public Relations**

**Guests Linda Fund, Executive Director, KACCT
Michael Bergagnini, Citizen
Vicki Jackson, Citizen
Jeni McGee, AC Daily Bytes
John Shelman, Cowley CourierTraveler**

Invocation The Invocation was presented by Glennis Zimmerman.

**Approval
Of Board
Minutes Nancy Burger introduced and moved the adoption of the following resolution:

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees, conducted on June 18, 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 Brian Sanderholm and carried.

2018-2019 Dr. Gloria Walker presented the 2018-2019 State Appropriation Budget for review.

**State
Approp.
Budget**

Revenues are based on the enrollments, state operating grants, and estimated county valuation of \$269,219,831. The county will notify the college around November 1st, 2018 of the actual amount. Expenditures are based on projected enrollments in which objectives for enrollment is set forth by the administration with the Board of Trustees approval. The projected Operating Mill Levy of approximately 19.06 is approximate base on assessed valuations provided by the County, and the projected Capital Outlay Mill Levy of 1.250 was set by the Board of Trustees and vetted through published notification for 60 days in accordance with State of Kansas Statute 71-501 and 79-5040 not to exceed five (5) years upon all taxable tangible property in the community college district. Below is a summary of the last five years' operating mill levies for comparison to the fiscal year 2018-2019 projection:

2013-2014 final levy 19.388
 2014-2015 final levy 18.795
 2015-2016 final levy 18.915
 2016-2017 final levy 18.990
 2017-2018 final levy 19.048
 2018-2019 final levy 19.060 (*pending final calculation*)

The Capital Outlay Mill will raise approximately \$336,543 each year (based on the 2018-2019 assessed valuations).

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

RESOLVED, that the 2018-2019 Proposed State Appropriation Budget for Cowley County Community College and Area Vocational-Technical School, is hereby approved for posting for the scheduled hearing of the public on August 13, 2018 at the Cowley College Winfield Center.

The motion was seconded by Brian Sanderholm 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 June 30, 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 \$366,478.03 (net \$332,644.76). General Operating Activities disbursements include Foundation \$103,614.30 (net \$103,614.30); College Operating \$2,122,363.89 (net \$2,119,222.54) and Federal Funds \$42,470.14; for a total written of \$2,268,448.33 (net \$2,265,306.98). 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 June 30th, 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 Gary Wilson and carried.

Communi cations

- 1) Dr. Rittle delivered a College update:
 - Getting prepared for the start of the fall semester. We currently have roughly 200 students currently living in the dorms over the summer, providing for some additional revenue for the College.
 - For the last two years spent 17.7 million in our service area. In Cowley county 7.1 million in two years. 72% of employees live in Cowley County. 10 million in salaries. 14 million in two-year period spent by employees in the county.
- 2) Dr. Rittle provided a legislative update on behalf of Jessica Lucas.
- 3) Linda Fund provided a message of support of the Cowley College Board of Trustee Affirmation of Service.
 - Provides new trustee orientation and continuing education to Trustees and Presidents on a regular basis.
 - Shared appreciation for the Trustees and their willingness to serve in the public role.
 - Addressed the letter she provided sharing support of Affirmation of Service that the Trustees signed.
 - The ACCT also supports affirmation of service documents.
 - Many of the other Kansas Community Colleges also have a similar affirmation of service.
- 4) Thank you to Cowley College from West Elk High School
- 5) Thank you to Cowley College from Wellington High School
- 6) Thank you to Cowley College from Macksville High School
- 7) Letter of Support from Linda Fund, Executive Director of KACCT

**Board
Reports**

**Adminis-
trative
Reports**

The following Administrative Reports were reviewed:

- 1) Dr. Gloria Walker, VP of Finance and Administration, presented the 2018-2019 Proposed Operating Budget of \$23,691,628 after adjusting for the 1% COL and \$1,000 step increase for all full time and regular part time staff, as well as final state appropriations. The August 2018 Board meeting will include the detailed budget by department for all funds.

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 Jill Long 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:

- Suzie Bacon, Director of Accounting, effective July 11, 2018
- Laura Thomas, Administrative Assistant to the Vice President of Academic Affairs, Effective July 27, 2018

Staff:

- Matthew Nies, International Student Services Coordinator, at an annual salary of \$34,000, plus staff fringe benefits, effective August 1, 2018.

The motion was seconded by Jill Long and carried.

**Public
Comment**

**Other
Business**

**Adjourn-
ment**

Bob Juden 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 Brian Sanderholm and carried.

The meeting adjourned at 7:33 pm.

**Tiffany Vollmer
Board Clerk**