

**Cowley College  
Board of Trustee Official Minutes**

**July 15, 2019**

A meeting of the Board of Trustees of Cowley College was called to order on July 15, 2019 at 6:00 pm, in the President's private dining room inside of the McAtee Dining Center, 200 S. 4<sup>th</sup> Street, Arkansas City.

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

**Staff**

**Dr. Dennis C. Rittle, President  
Tiffany Vollmer, Board Clerk  
David Andreas, Legal Counsel  
Dr. Gloria Walker, VP of Finance and Administration  
Dr. Michelle Schoon, VP of Academic Affairs  
Dr. Kori Gregg, VP of Institutional Advancement  
Paul Erdmann, VP of Information Technology  
Debbie Phelps, Exec. Director of Instit. Effectiveness  
Jason O'Toole, Executive Director of Student Affairs  
Jan Grace, Sumner Campus Operations Officer  
Shane Larson, Athletic Director  
Joe Shriver, Bus Driver/Inventory Specialist  
Dr. Scott Layton, Natural Science Instructor and Department Chair  
Marlys Cervantes, Humanities Instructor and Department Chair  
Chris Cannon, Health and Human Services Department Chair**

**Guests**

**Michael Bergagnini, Citizen  
Dr. Harold Arnett, Citizen  
Dr. Anaria Barnds, Willdan Group  
Doug Riat, Willdan Group  
Tamara Niles, Attorney**

**Invocation**

The Invocation was presented by Brian Sanderholm

**Approval of Board Minutes**

Bob Juden 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 17, 2019, and the Minutes of the special meeting of the Board of Trustees, conducted on June 26, 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 Brian Sanderholm and carried.

#### **2019-2020 Updated Operating Budget**

Administration requested approval of the Updated 2019-2020 Operating Budget of \$22,828,761, following the addition of anticipated dollars from the State under Excel in CTE (SB 155), and the reclassification of sales tax revenue.

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

RESOLVED, that the Board of Trustees approves the 2019-2020 updated Operating Budget of \$22,828,761, beginning July 1, 2019

The motion was seconded by Nancy Burger and carried.

#### **State Appropriation Budget**

Administration proposed the State Appropriation Budget for the fiscal year 2019-2020. Notices will be published in the Cowley Courier Traveler upon approval of the Board of Trustees.

Revenues are based on the enrollments, state operating grants, and estimated county valuation of \$277,448,609 which yields a tax levy of approximately \$5,288,276. The county will notify the College around November 1<sup>st</sup>, 2019 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 2019-2020 projection:

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  
 2019-2020 final levy 19.060 (*pending final calculation*)

The Capital Outlay Mill will raise approximately \$346,944 each year (based on the 2019-2020 assessed valuations).

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

**RESOLVED**, that the 2019-2020 Proposed State Appropriation Budget for Cowley College, is hereby approved for posting for the scheduled hearing of the public on August 12, 2019 at the Cowley College Winfield Allied Health Center.

The motion was seconded by Ned Graham and carried.

Glennis amended the motion to read above.

**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 June 30, 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**

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 \$381,805.06 (net \$364,802.35). General Operating Activities disbursements include Foundation \$7,428.85; College Operating \$1,149,503.67 (net \$1,147,700.35) and Federal Funds \$43,069.91; for a total written of \$1,200,002.43 (net \$1,18,199.12). 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 30, 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 Gary Wilson and carried.

**Communications**

1) Dr. Rittle delivered a College update:

- Thanked the staff for working hard to obtain a balanced budget and for working to keep the mill levy flat.
- Summer enrollment has closed and finished strong.

- Expressed appreciation to the Finance Subcommittee for their work on a balanced budget.
  - August 8<sup>th</sup> at 3:00 pm is the Education Center Grand opening. The college will be signing of 2+2 agreement with Newman University during the same event.
- 2) Dr. Michelle Schoon presented on the Role of the Trustees through the lens of the Higher Learning Commission
  - 3) Thank you to Cowley College from Derby High School
  - 4) Thank you to Cowley College from Free Will Baptist Church
  - 5) Thank you to Cowley College from Roxanna James, TRiO-IMPACT Director
  - 6) Thank you to Cowley College from Little River High School
  - 7) Thank you to Cowley College from the Family of Donna Avery
  - 8) Thank you to Cowley College from Blake Smith
  - 9) Thank you to Cowley College from Stefani Jones and family

### **Board Reports**

- 1) Chair Long and Dr. Rittle requested the Board receive a deferred maintenance update from Willdan Group. Dr. Annaria Barnds, Business Development Engineer, and Doug Riat, VP of Business Development, provided a 20-minute update.
- 2) Chair Long and Dr. Rittle requested the Board receive a program review update for the following programs:
  - Humanities – Marlys Cervantes presented the program review
  - Natural Science – Dr. Scott Layton presented the program review
  - Health and Human Services – Chris Cannon presented the program review

The three remaining departments will present their program reviews at the August Board meeting to complete the College program review process.

### **Administrative Reports**

The following Administrative Reports were reviewed:

- 1) Dr. Gloria Walker, VP of Finance and Administration, did not provide a department report, however, she distributed an informational packet from Willdan Group regarding the College deferred maintenance.

- 2) **Dr. Michelle Schoon, VP of Academic Affairs, referred the Board to her written report for department updates.**
- 3) **Dr. Kori Gregg, VP of Institutional Advancement, Discussed the role of the overall marketing department and the plan moving forward in breaking down the marketing areas. staff at the Foundation have been working to increase efficiencies and processes to better enable fundraising efforts in the future. Projects completed at year-end included a transition from the college SIS to QuickBooks Online. This transition was made at the recommendation of the Foundation’s auditor. In addition, now having the latest version of Raiser’s Edge has enabled the Foundation to move hosting to the cloud and makes available many new functionalities that the older version did not provide**
- 4) **Paul Erdmann, VP of Information Technology, reported that there have been no bugs or updates for the SIS this past month, allowing more time for user requests and process improvements. The summer has been very busy with projects. The department is working hard on the new education building.**
- 5) **Dr. Kori Gregg, VP of Institutional Advancement provided an enrollment update on behalf of Kristi Shaw. Summer and Fall enrollment are up from this same date last year. Cowley will conduct Enrollment Day events on its main campus on July 23, 8 a.m. to 8 p.m. and July 27, 10 a.m. to 3 p.m.**
- 6) **Debbie Phelps, Executive Director of Institutional Effectiveness, provided an update on current data collection. The new IPEDS collection year will begin early fall. Work has begun for the creation of new dashboards and visualizations for program review.**
- 7) **Jason O’Toole, Executive Director of Student Affairs, provided a housing update. He also mentioned that IMPACT staff hosted a two-day training on campus with “Blumen”. This summer 28 students lived in Docking Dorm that were participating in the Upward Bound Summer Excellence Camp. Also, Cox began preparation for Wi-Fi/cable removal installments and the Nelson Student Center Game Room has begun facility upgrades including new carpet being installed.**
- 8) **Janet Grace, Sumner Campus Operations, discussed the monthly Chamber meetings, Rotary, City Council, and Sumner County Commission meetings she attended. She also mentioned the events Cowley recently sponsored, including the Veteran’s Salute July 10 at the Wheat Festival’s Picnic in the Park, and the Gaming Truck July 13 at the Wheat Festival in Wellington. On August 17, members of Cowley College’s Emergency Medical Technician program will participate in the Wellington Fire/EMS Golf Tournament. Grace also mentioned enrollment continues to grow at the Sumner Campus.**
- 9) **Shane Larson, Athletic Director, provided a sports update. Larson informed the Board that the Tiger Basketball Camp will be held July 16-18 and the annual Tiger Booster Club Blitz Drive will take place on Wednesday, August 7. On July 29-30, Cowley will host the KJCCC and Region VI**

fall meetings at the Short General Education Center on the Sumner Campus in Wellington. Larson also shared the tremendous academic success Cowley's student athletes achieved during the spring semester as 63 student athletes earned NJCAA All-Academic Team Honors and nine of the Tiger athletic teams received honorable mention for NJCAA Academic Team of the Year honors. Lastly, the Tiger Athletic Department placed fifth in the 2018-19 Daktronics NATYCAA Cup (National Alliance of Two Year College Athletic Administrators) standings. This is the Athletic Department's highest finish since 2011. Lastly, the Tri-County Golf Tournament in Wellington will take place September 7.

10) The Transportation Report indicated total mileage of 16,576 for the month ending, June 2019

JoLynn Foster 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 Nancy Burger and carried.

### Personnel Transactions

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, Jill Long, are hereby authorized to execute the following personnel transactions as presented.

#### **COLA**

- Administration requests Board approval of a 2% cost of living adjustment (COLA) for all full time staff, effective July 1, 2019. Projected costs fall within the budgetary expenditures allocated by the Board.

#### **Resignations**

- Sandy Wiemers, Alumni Relations and Golden Tigers Coordinator, effective June 30, 2019

#### **Staff**

- Ian Alumbaugh, Intramural Coordinator/Dorm Manager, at an annual salary of \$24,500, plus staff fringe benefits, effective July 16, 2019
- James Eggemeyer, Assistant Wrestling Coach/Dorm Manager, at an annual salary of \$24,500, plus staff fringe benefits, effective July 16, 2019
- Autumn Kincaid, Alumni Relations/Golden Tigers Coordinator, at an annual salary of \$33,150, plus staff fringe benefits, effective August 1, 2019

- Leigh Ann Verbeck, Adult Education Data Coordinator/Instructional Staff, at an annual salary of \$37,500, plus staff fringe benefits, effective August 1, 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 Bob Juden and carried.

With no other business to be considered, Jill Long, Board Chair, declared the meeting adjourned at 8:34 p.m.

Tiffany Vollmer  
Board Clerk