

**Cowley County Community College
& Area Vocational-Technical School**

July 17, 2017

A meeting of the Board of Trustees of Cowley County Community College and Area Vocational-Technical School was called to order on July 17, 2017, at 6:00 pm, in room 130 of the Mulvane Center Bloomenshine Building, Mulvane, KS.

Trustees Present Bob Juden - Chair
Jolynn Foster
Dennis K. Shurtz
Ned Graham
Jill Long
Brian Sanderholm

Staff

Dr. Dennis C. Rittle, President
Tiffany Vollmer, Board Clerk
David Andreas, Legal Counsel
Dr. Gloria J. Walker, VP of Finance and Administration
Dr. Harold Arnett, VP of Academic Affairs
Dr. Kori Gregg, VP of Institutional Advancement
Paul Erdmann, VP Information Technology
Shane Larson, Athletic Director
Jason O'Toole, Executive Director of Student Affairs
Kristi Shaw, Executive Director of Enrollment Management
Chris Hollon, Executive Director of Institutional Effectiveness
Rama Peroo, Dir. of Institution Communication and Public Relations
Abby Hollins, Director of Marketing
Michelle Schoon, natural Science Department Chair
Chris Absher, Webmaster
Shannon O'Toole, Director of Auxiliary Services
Julia Jarboe, Mulvane Site Coordinator
Uwe Conrad, Natural Science Instructor-Mulvane
Chad Killblane, Chemistry Instructor-Mulvane
Tiffany Killblane, Life Science Instructor-Mulvane
Jeremy Lamar, PTK Regional President

Guests

Jeni McGee, AC Daily Bytes
Kay Ryan, Sumner County Citizen
Aaron Hollins, Cowley County Citizen

Invocation The Invocation was presented by Jill Long

**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 June 19, 2017 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 Dennis K. Shurtz, 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, 2017 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.

Bill & Claims

Dennis K. Shurtz requested that Athletic Director Shane Larson provide the cost breakdown associated with attending the national baseball and softball tournaments, at the next regular monthly meeting.

Dennis K. Shurtz 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 \$274,602.22 (net \$266,514.12). General Operating Activities disbursement include Foundation \$1,200.00 (net \$1,200.00); College Operating \$1,478,373.14 (net \$1,211,599.14) and Federal Funds \$93,079.82 (net \$93,079.82); for a total written of \$1,572,652.96 (net \$1,305,878.96). 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, 2017. 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 Brian Sanderholm and carried.

Communications

1) Dr. Rittle provided a College update to the Board Members:

- Thank the Board of Trustees for accepting the opportunity to meet in Mulvane. Thanked Luciano's Italian Restaurant for catering the event, and thank you to Julia Jarboe and her team for preparing the Mulvane center for the event.
- The college will have an Army National Guard representative on our main campus starting in September. This will allow for our student with an interest in the guard to have a private space for student with an interest in the Guard to discuss How the Guard can be beneficial to their education.
- The Mulvane, Derby and Haysville area are showing great interest online in Cowley College and our Mulvane site helps to service those needs.

2) Dr. Rittle provided a legislative update on behalf of Jessica Lucas.

The primary election for the Sumner counting Board of Trustee candidates is Tuesday, August 1. The top two vote recipients will advance on the general election ballot for the one Sumner County seat.

3) Michelle Schoon gave a Mulvane Center overview and presented proposed Articulation Agreements with Wichita State.

4) Thank you to Dr. Rittle from Brigadier General Anthony Mohatt.

5) Thank you to Cowley College from Simpson Construction

6) Thank you to Dr. Rittle from Scott Smathers, KBOR

7) Thank you to Cowley College, Ark City Arts

Board Reports

1) Chair Juden requested authorization to sign the Lease of Real property agreement between Cowley College and USD 263, allowing the college to lease the Bloomenshine property with the option to purchase the property at the end of the three-year lease.

Dennis K. Shurtz introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve Chair Juden to sign the Lease to Purchase Agreement between Cowley and USD 263, allowing the college to lease the Mulvane Bloomenshine Property, with the option to purchase the property at the conclusion of the 3-year lease term.

The motion was seconded by Brian Sanderholm and carried.

9) Chair Juden and Dr. Rittle requested an executive session at the conclusion of the meeting for preliminary discussion relating to: property, both prospective and currently owned, for 10 minutes; non-elected personnel, to discuss employee contracts and agreements, for 10 minutes; and consult with legal counsel, to discuss the college's rights, for 5 minutes.

Administrative Reports

The following Administrative Reports were reviewed:

1) The Board completed their second and final reading of Firearms on Campus policy and their first reading of the Satisfactory Academic Progress Policy for Federal Aid Recipients.

Jill Long introduced and moved the following resolution:

RESOLVED, that the Board of Trustees adopt the Firearms Policy, as presented.

The motion was seconded by Dennis K. Shurtz and carried.

2) Dr. Gloria Walker, VP of Finance and Administration, Addressed the 2017-2018 proposed operating budget. The Budget has been adjusted to include the 2.75% cola increase for employees. The 2017-2018 State Appropriation budget was presented for review. Following approval of the budget, a notice will be posted in

the CourierTraveler defining the budget. The August 14, 2017 Board of Trustee meeting will be classified as the public hearing for the budget. The State Appropriation budget will be available for review in the VP of Finance and Administration office.

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

RESOLVED, that the Board of Trustees accept the State Appropriation budget as presented.

The motion was seconded by Jolynn Foster and carried.

Administration requested approval to purchase the baseball fence metal siding from Midwest Building for price not to exceed \$11, 945.82

Administration requested approval to purchase the Wrestling lockers from All Wood Lockers for a price not to exceed \$14,300.

Administration requested approval to purchase wrestling mats from Dollamur for a price not to exceed \$27,000. The college will be reimbursed by the Cowley Foundation through its fundraising.

Wellington campus update – the programming phase of the architectural services contract is completed. The architects are in the scheme design phase, and the contractor has been brought on to establish the budget and start the estimation process.

Dennis K. Shurtz requested that Athletic Director, Shane Larson, bring the actual expenses of starting the wrestling program, along with the number of students who have enrolled as a result, to the October Board meeting.

3) Dr. Harold Arnett, VP of Academic Affairs, thanked Dr. Schoon for presenting on the Wichita State Articulation Agreements as well as David Hays, Humphrey Wamocha and Martin Shaffer who worked closely with Wichita State to confirm the partnership. Recognized Eddie Andreo for his work renegotiating the contract with Tutor.com for student tutoring, saving the college \$16,000 annually. We are currently offering a tier two service through Blackboard. We will be bringing it back in house which will save roughly \$40,000. We are now able to get our zoom product through our consortium with KanREN, allowing a savings of \$340.

4) Dr. Kori Gregg, VP of Institutional Advancement, announced the revised position of Golden Tigers and Alumni Relations Coordinator which changed from a 12-month part time to 10-month full time position. The Marketing department provided a short demo on the CowleyGo mobile app. The app team will be bringing on a student collaboration team of 20 students to work in the app to keep the content relevant.

5) Paul Erdmann, VP of Information Technology, gave an update on the student information system. GradesJourney is still experiencing complications with trying to connect with blackboard. The bookstore has noted issues with billing. The parent CRM module is still a work in progress. The IT team has been organizing wiring in closets this summer, including color coding all of the racks. In addition, the team has been busy assisting with departmental moves.

6) Kristi Shaw, Executive Director of Enrollment Management, reported the fall enrollment numbers. There are 1545 students enrolled with an FTE headcount of 1253.3. The walls came down last Friday to open the office with financial aid and the business office. The testing center, which was recently moved to the basement is finished and looks great. Stefani Jones is working hard on our retention piece, including meeting with advisors. Enrollment is down by roughly 100 from last year, however there are 40 students in reserves.

7) Chris Hollon, Executive Director of Institutional Effectiveness, has been meeting with Stefani Jones to review the process of the retention module. Degreestat went live on July 1. The college is ranked 4th in affordability, 7th lowest in fees, 1st for lowest cost in housing, and 1st for lowest overall cost. Kansas Legislation now requires that all colleges put out their statistical breakdown of costs.

8) Jason O'Toole, Executive Director of Student Affairs, reported that housing has 375 contracts in hand and most of the remaining spaces are spoken for. His team is very confident that the dorms will be at or above capacity at the start of the school year. Several staff members are out for the summer, however they have been checking email and come into the office to address things as requests arise. Student life staff are preparing for the fall. Over the summer the team has moved beds, offices and painted. Upward Bound had a successful camp, finishing the 6-week program with 4-5 days in Colorado.

9) Shane Larson, Athletic Director, gave an update on the annual Blitz Drive which will take place Wednesday, July 19, followed by a reception in Wright room that evening at 6 pm. The Tri County Classic golf tournament will take place July 29th in Wellington. Athletes are starting to arrive on campus. The Wrestling Founders Club was introduced last week to help with the initial startup costs of the program. Community National Bank pledged \$15,000 to purchase the new competition mat. Founders club dollars will be used to help cover the costs of the locker room. The existing mascot costume has been cleaned and a new one has been purchased. The concession trailer has been completed and is awaiting pickup. Current athletic rosters sit at 348 student athletes.

9) The Transportation Report indicated total mileage of 24,495 for the month ending, June 2017.

Ned Graham introduced and moved the adoption of the following resolution.

RESOLVED, that the actions described in the Finance and Administration, Academic Affairs, Information Technology, Institutional Advancement, Institutional Effectiveness, Enrollment Management, Student Affairs, Athletics and Transportation reports, are hereby approved, and all correspondence relating thereto be received and filed for future reference.

The motion was seconded by Brian Sanderholm 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 Chairman of the Board of Trustees, Bob Juden, are hereby authorized to execute the following personnel transactions as presented.

Faculty:

- Delayne Dale, Cosmetology Clinic Floor Instructor, at an annual salary of \$42,113 based on classification "A" of the faculty Master Agreement, plus fringe benefits, effective August 1, 2017.

Staff:

- Tracy Circle, Department Secretary-Visual and Performing Arts, at an hourly rate of \$13.50, plus staff fringe benefits, effective July 18, 2017
- Glenwood Edwards, Jr., Assistant Track Coach, at an annual salary of \$31,000 plus staff fringe benefits, effective July 18, 2017.
- Kimberle Martin, Department Secretary-Trio, at an hourly rate of \$12.00, plus staff fringe benefits, effective July 18, 2017.
- Adam Parsons, Custodian Supervisor, at an hourly rate of \$16.25, plus staff fringe benefits, effective July 18, 2017.
- Julianna Smarsh, Admissions Representative, at an annual salary of \$28,500, plus staff fringe benefits, effective July 18, 2017
- Jancye Sturd, Assistant Coordinator of Admissions, at an annual salary of \$34,700, plus staff fringe benefits, effective July 18, 2017.
- Sterling Terry, Assistant Wrestling Coach/Dorm Manager, at an annual salary of \$24,500, plus staff fringe benefits, effective July 18, 2017.
- Laura Thomas, Administrative Assistant to the Vice President of Academic Affairs, at an annual salary of \$42,000, plus staff fringe benefits, effective July 18, 2017.

The motion was seconded by Jolynn Foster and carried.

Executive Session

Dennis K. Shurtz introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees move into executive session to discuss property, pursuant to the exception for preliminary discussions relating to the acquisition of real property, beginning at 7:30 pm and reconvening in the same room at 7:40 pm.

The motion was seconded by Ned Graham and carried.

The meeting then resumed in open session at 7:40 pm.

Second Executive Session

Dennis K Shurtz 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 contracts and agreements pursuant to the exception for discussions relating to non-elected personnel, beginning at 7:41 pm and reconvening in the same room at 7:51 pm

The motion was seconded by Ned Graham and carried.

The meeting then resumed in open session at 7:51 pm.

**Third
Executive
Session**

Dennis K. Shurtz introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees enter into executive session to consult with legal counsel to discuss the colleges legal rights pursuant to the exception for consultation with the Board attorney on a matter deemed privileged, beginning at 7:52 pm and reconvening in the same room at 7:57 pm.

The motion was seconded by Ned Graham and carried.

The meeting then resumed in open session at 7:57 pm.

Recess

Brian Sanderholm introduced and moved and the adoption of the following resolution:

RESOLVED, that the Board of Trustees recess for 15 minutes for a tour of the Mulvane Center Bloomenshine building.

The motion was seconded by Ned Graham and carried.

The Board of Trustees recessed at 7:58 pm and reconvened at 8:13 pm.

**Adjourn-
ment**

Jill Long 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 Ned Graham and carried.

With no other business to be considered, Bob Juden, Board Chair declared the meeting adjourned at 8:16 pm.

Tiffany Vollmer
Board Clerk