

**Cowley College  
Board of Trustee Official Minutes**

**August 13, 2018**

A meeting of the Board of Trustees of Cowley College was called to order on August 13, 2018 at 6:00 pm, in room 102 of the Cowley College Winfield Allied Health Center, 1406 E. 8<sup>th</sup> Ave., Winfield, 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  
Bryan McChesney, Systems Administrator  
Debbie Phelps, Exec. Director of Institutional Effectiveness  
Jason O’Toole, Executive Director of Student Affairs  
Janet Grace, Sumner Campus Operations Officer  
Deborah Layton, Faculty Liaison  
Shane Larson, Athletic Director  
Rama Peroo, Director of Instit. Comm. And Public Relations  
Chris Cannon, Health and Human Services Department Chair  
Cheryl Shepherd, Winfield Site Coordinator  
Todd Shepherd, Social Science Department Chair  
Tina Grillot, AVP of Business and Industry  
Joe Shriver, Bus Driver  
Eddie Andreo, AVP of Distance Learning and Site Management  
Michelle Schoon, Natural Science Department Chair  
Bob Moffat, Welding Instructor

**Guests**

Michael Bergagnini, Citizen  
Sid Regnier, Citizen  
Libby Moore, Citizen  
John Shelman, Cowley CourierTraveler

**Invocation**      The Invocation was presented by Brian Sanderholm.

**Approval  
Of Board  
Minutes**      Gary Wilson introduced and moved the adoption of the following resolution:

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees, conducted on July 10, 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 Bob Juden and carried.

**2018-2019  
State  
Approp.  
Budget**

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

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 1<sup>st</sup>, 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 the 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 ( <i>pending final calculation</i> )

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

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

RESOLVED, that the 2018-2019 State Appropriation Budget for Cowley College, officially published in the Cowley CourierTraveler, is hereby adopted, and the fiscal officers of the Board of Trustees are authorized to encumber and expend such funds according to the statutes of the State of Kansas and policies and procedures of the Board of Trustees.

FURTHER RESOLVED, that this action is communicated to the proper officials of Cowley County and the State of Kansas for the purpose of levying and allocating taxes to meet the revenue requirements.

The motion was seconded by Nancy Burger and carried.

Heard comments regarding the State Appropriation Budget from community member, Michael Bergagnini and former Trustee, Sid Regnier.

**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 July 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.

### 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 \$34,942.00 (net \$29,790.69). General Operating Activities disbursements include Foundation \$75,810.47 (net \$78,810.47); College Operating \$2,003,450.08 (net \$2,000,729.62) and Federal Funds \$28,286.70; for a total written of \$2,107,547.25 (net \$2,104,826.79). 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 July 31, 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 Brian Sanderholm and carried.

### Communications

1) Dr. Rittle provided a College update:

- Thanked the Trustees for attending the August 9<sup>th</sup> Sumner Campus Ribbon Cutting ceremony. Between the donor luncheon, legislator tour, ribbon cutting and Farm Bureau partnership there were over 250 people in attendance.
- Construction should be completed on the Short General Education Center in late April of 2019, allowing use of both buildings by fall of 2019.
- Thanked the faculty and staff for their work at the Dorm Storm event to welcome the students to campus.
- Thanked Brake Ruyle for his homemade treats in appreciation of the college's purchase of his steer at the Cowley County Fair.
- Thanked the admissions team for continuing full steam ahead with classes starting tomorrow.
- Enrollment is currently up for this year from last year.
- Enrollment for the Sumner Campus Tech Center is sitting in the low 30s.
- Gary Wilson publicly thanked the employees who worked to set up the tent and prepare for the Ribbon Cutting Ceremony.

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

### Board Reports

- 1) Within the Interlocal Agreement adopting the City of Winfield's Neighborhood Revitalization Plan is the provision for an annual review. To meet the requirement, the Governing Body will review, during the August 16, 2018 work session, current Plan activities and discuss 2018-2020 Plan modifications or extensions. The work session will be held in the Community Council Room of City Hall, 200 E. Ninth, at 4:00 p.m. The Cowley College Board of Trustees are invited to attend the work session to provide input. Each of the other entities will be notified and their input requested. Attached, please find the spreadsheets showing those properties that have taken advantage of the Plan and their eligible tax rebates.
- 2) Chair Foster and Dr. Rittle requested an executive session immediately preceding Public Comment to discuss non-elected personnel, regarding cabinet member succession planning, pursuant to the exception for non-elected personnel, for 5 minutes.

**Administrative Reports**

The following Administrative Reports were reviewed:

- 1) Dr. Gloria Walker, VP of Finance and Administration, presented the 2018-2019 Proposed Operating Budget.

Cowley Foundation executed \$70,000 in donations and contributions for the Sumner Campus to offset the costs of equipment.

Administration requests the Board of Trustees' approval to purchase two public safety vehicles from Kansas Highway Patrol (KHP) at a cost of \$23,250.00 and \$24,250.00 each for a total cost of \$47,500.00. The public safety vehicles by the KHP has approximately 49,668 and 48,534 miles respectively. Kline Motors and Zeller Motor Company were sent requests to bid, but both declined to bid.

Gary Wilson Introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees approves the purchase of two public safety vehicles from Kansas Highway Patrol (KHP) at a cost of \$23,250.00 and \$24,250.00 each, for a total cost of \$47,500.00.

The motion was seconded by Ned Graham and carried.

Administration requested Board of Trustees approval to purchase the above noted product bundle from National Instruments for a cost of \$40,055.12 plus shipping.

Gary Wilson Introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees approves the purchase of the above noted product bundle from National Instruments for a cost of \$40,055.12, plus shipping.

The motion was seconded by Bob Juden and carried.

- 2) **Dr. Harold Arnett, VP of Academic Affairs, mentioned the 8 new faculty and 3 new adjunct faculty that will be starting their first day of classes tomorrow. Thanked Tina Grillot and the faculty at the Sumner Campus for staging the classrooms and providing demonstrations at the Ribbon Cutting Ceremony. Thanked the Board, faculty and staff for the privilege to work alongside them for the past three years.**
- 3) **Dr. Kori Gregg, VP of Institutional Advancement, Thanked the Board for attending the donor luncheon at the Ribbon Cutting Ceremony. Institutional Advancement is looking at innovative ways to better connect with the community.**
- 4) **Bryan McChesney, Systems Administrator, provided an update on behalf of Paul Erdmann. The student information system will soon undergo upgrades, improving the payroll module. Also mentioned was the work that has been done to prepare for the start of classes at the Sumner Campus and the recent network speed upgrades at several Cowley centers.**
- 5) **Debbie Phelps, Executive Director of Institutional Effectiveness, provided an enrollment update on behalf of Kristi Shaw. Full time equivalency is up 67.40 from this date last year.**
- 6) **Debbie Phelps, Executive Director of Institutional Effectiveness, informed the Board that the KBOR annual collection opened on July 1. IPEDS reporting will open later this month. The Higher Learning Commission will be making campus visits to the new Sumner Campus, the Mulvane Center and the Winfield Center later this semester.**
- 7) **Jason O'Toole, Executive Director of Student Affairs, provided a housing update. The dorms are at full capacity for the start of the school year. There were 425 students at just one of the New Student Orientations held earlier today. Director of Student Life, Landon West, has a full schedule of exciting events planned for the students' first week of school.**
- 8) **Janet Grace, Sumner Campus Operations Officer, reported that the Sumner Campus Technology and Innovation Center is officially open, with classes starting tomorrow. There are 31 students currently enrolled at the campus. Next week, Veteran Affairs will be at the site to discuss setting up a Veteran's program on campus. The Short General Education Building construction remains on schedule for a spring 2019 completion date.**
- 9) **Deborah Layton, Faculty Liaison, informed the Board that math instructor, Brooke Istas attended the 25<sup>th</sup> annual Adults Learning Mathematics conference in London July 8-13. Also mentioned was the Humanities Department special in-service for concurrent and adjunct instructors on August 9.**
- 10) **Shane Larson, Athletic Director, provided an athletic update. Soccer, Cross Country and Volleyball began practices on August 1. The annual Tiger Booster Club Blitz Drive took place on August 8, with \$48,000 being raised thus far. The campaign is still on base to bring in \$65,000. This Saturday, the College will host the Battle of the Badges dodgeball tournament in W.S. Scott Auditorium. Additionally, Larson mentioned the Cowley College Foster program. There are still openings available for interested individuals.**

11) Chris Cannon, Health and Human Services Department Chair provided an overview of the Winfield Allied Health Center. The site offers EMS, EMT, Paramedic, CNA/CMA, and other programs in the healthcare field. Also mentioned was the recent upgrades to the building. The site received new paint, carpeting and furniture last academic year, dramatically improving the look and functionality of the site.

12) The Transportation Report indicated total mileage of 17,382 for the month ending, July 2018.

Bob Juden 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, Summer 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.

**Personnel  
Trans-  
Actions**

Glennis Zimmerman 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.

Upon request for an executive session, Glennis Zimmerman withdrew her motion.

**Executive  
Session**

Gary Wilson introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees recess into executive session to discuss non-elected personnel regarding requested hires, pursuant to the exception for non-elected personnel beginning at 7:48 pm and resuming in open session at 7:58 pm in the same room.

The motion was seconded by Bob Juden and carried.

The Board then recessed in executive session at 7:48 pm and resumed in open session at 7:58 pm in the same room.

**Personnel  
Trans-  
actions**

The following personnel were presented for Board approval:

Glennis Zimmerman 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.

**Master Agreement:**

- The 2018-2019 Master Agreement between Cowley College Education Association and the Board of Trustees.

**Resignations:**

- Seth Moore, Assistant Tennis Coach, effective July 31, 2018
- Adrianna Somerville, Alumni and Golden Tigers Coordinator, effective August 17, 2018
- Leslie Newman, Health Services Coordinator, effective August 29, 2018
- Gary Downs, Staff Accountant, effective September 4, 2018
- Dr. Harold Arnett, Vice President of Academic Affairs, effective September 7, 2018

**Director:**

- Holly Harper, Director of Accounting, at an annual salary of \$68,000, plus fringe benefits, effective September 10, 2018

**Faculty:**

- Bryan Faber, Mechatronics Instructor, at an annual salary of \$57,500, based on classification "C" of the Faculty Master Agreement, plus fringe benefits, effective August 14, 2018
- Meredith Mahoney, Ethics/Philosophy Instructor, at annual salary of \$45,400, based on classification "C" of the Faculty Master Agreement, plus fringe benefits, effective August 14, 2018.

**Staff:**

- Lisa Gott, Public Safety Officer, at an hourly rate of \$12.75, plus staff fringe benefits, effective August 14, 2018
- Janet Gottschalk, Administrative Assistant to the VP of Academic Affairs, at an annual salary of \$40,000, plus staff fringe benefits, effective August 14, 2018
- Brent Hilliard, Assistant Tennis Coach, at an annual salary of \$29,500, plus staff fringe benefits, effective August 20, 2018

The motion was seconded by Brian Sanderholm and carried.

**Second  
Executive  
Session**

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

**RESOLVED**, that the Board of Trustees recess into executive session to discuss non-elected personnel regarding cabinet member succession planning, pursuant to the exception for non-elected personnel beginning at 8:01 pm and resuming in open session at 8:06 pm in the same room.

The motion was seconded by Gary Wilson and carried.

The Board then recessed in executive session at 8:01 pm and resumed in open session at 8:06 pm in the same room.

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

**RESOLVED, that the Board of Trustees recess into executive session to discuss non-elected personnel regarding College finances, pursuant to the exception for non-elected personnel, to include Board of Trustee members only, beginning at 8:07 pm and resuming in open session at 8:12 pm in the same room.**

**The motion was seconded by Gary Wilson and the following votes were cast: 2 affirmative, 6 negative. The motion failed.**

**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 Jill Long and carried.**

**The meeting adjourned at 8:10 pm.**

**Tiffany Vollmer  
Board Clerk**