

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

August 14, 2017

A meeting of the Board of Trustees of Cowley County Community College and Area Vocational-Technical School was called to order on August 14, 2017, at 6:00 pm, in the President’s private dining room, McAtee Dining Center, 200 S 4th Street in Arkansas City, 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, Director of Institutional Comm. and Public Relations
Janet Grace, Sumner Campus Operations Officer
Abby Hollins, Marketing Director
Brooke Istas, Math Instructor
Deb Layton, Instructor – Humanities Dept.**

**Guests Cheri Hulse, Agora and Associates
David Herlocker, Agora and Associates
Jeni McGee, AC Daily Bytes
Joe Reintjes, Guest**

Invocation The Invocation was presented by Ned Graham

**Operating Budget Dennis K. Shurtz introduced and moved the adoption of the following resolution:
RESOLVED, that the Board of Trustees approve the 2017-2018 Proposed Operating Budget of \$22,599,129, after adjustments for a 4% COLA increase for all full time staff and regular part time staff.**

The motion was seconded by Jill Long and carried.

State Appropriation Budget Dennis K. Shurtz introduced and moved the adoption of the following resolution:
RESOLVED, that the 2017-2018 budgets and expenditures, and revenue for Cowley County Community 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; and
FURTHER RESOLVED, that this action is communicated to the proper officials of Cowley County and the state of Kansas for purposes of levying and allocating taxes to meet the revenue requirements.

The motion was seconded by Jolynn Foster and carried.

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 July 17, 2017 and the special meeting of the Board of Trustees conducted on July 31, 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 Jill Long, 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 July 31, 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 Dennis K. Shurtz and carried.

Bill & Claims 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 \$61,771.18 (\$59,648.59). General Operating Activities disbursement include Foundation \$0.00 (net \$0.00); College Operating \$649,519.19 (net \$562,308.40) and Federal Funds \$27,197.00 (net \$27,197.00); for a total written of \$676,716.19 (net \$589,505.40). 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 31st, 2017. The 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 Jill Long and carried.

Communi- cations

- 1) Dr. Rittle provided a College update to the Board Members:
 - Today's freshman orientation had the largest attendance in recent years.
 - Our current enrollment headcount is up by 30. Employees have been putting in extra hours to work towards our marketing and enrollment efforts. Publicly thanked employees for their efforts.
 - The Sumner campus groundbreaking ceremony will take place October 11, at 1:00 pm at the new campus property.
 - Cowley has partnered with Wichita State for a 2+2 articulation agreement in engineering. This equates to a savings of approximately \$95,000 in saved and earned dollars for the average student. Those engineering classes can be offered at our main campus and at the Mulvane campus. Students can now finish their engineering degree in 4 years. We will ensure that our students will leave Cowley with 2 full years of credit hours to start at Wichita State as a Junior.

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

- 3) The 2016-2017 Golden Tigers report was submitted by Margaret Neal and read by Dr. Rittle.
 - The Board publicly recognized Margaret Neal for her 20 + years of service to the Golden Tigers programs.

- 4) Congratulations to Cowley Volleyball from the American Volleyball Coaches Association.

Board Reports

- 1) Chair Juden and Dr. Rittle request Board approval for the college to cover the administrative costs associated with acquiring privately owned parcels within Carver Park, totaling approximately \$2,500. These costs will be paid by the college pending acquisition of the property, at closing.

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

RESOLVED, that the Board of Trustees authorize the college to cover the administrative costs associated with acquiring privately owned parcels within Carver Park, totaling approximately \$2,500. These costs will be paid by the college pending acquisition of the property, at closing.

The motion was seconded by Jill Long and carried.

- 2) Chair Juden and Dr. Rittle request an executive session at the conclusion of the meeting to discuss non-elected personnel, regarding employee contracts and compensation, pursuant to the exception for discussions relating to non-elected personnel, for 10 minutes.

Adminis- trative Reports

The following Administrative Reports were reviewed:

- 1) The Board completed their second and final reading of policy 433.00 - Satisfactory Academic Progress Policy for Federal Aid Recipients.

- 2) Dr. Gloria Walker, VP of Finance and Administration, Thanked the Board for continuing to provide the benefit stipend for all full time employees. The college has once again experienced a decrease in health insurance premiums for the 17-18 plan year. Because of these factors, all employee only coverage is covered 100%.

Administration requested for the Board to ratify the payment of the temporary chiller for the Brown Center at a cost of \$21,200 from Winfield Plumbing and Heating using capital outlay funds. The Board had approved the new permanent chiller for a price not to exceed \$200,000 using funds from the Capital Outlay Mill. The cost of the new chiller is \$167,000; therefore, administration asks for the temporary chiller to come out of Capital Outlay Mill excess funds.

Agora and Associates presented a 3D virtual tour of the prospective new campus in Wellington in 3 different views. This technology which offers a 360-degree view of the design of the new campus, will be unveiled at the groundbreaking ceremony on October 11. The 3D modeling and renderings will be used in fundraising efforts. The total package to purchase the 3D technology and printed renderings will be provided for a price not to exceed \$18,500.

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

RESOLVED, that the Board of Trustees approve the purchase of the printed renderings and 3DVM package of the Sumner Campus, provided by Agora and Associates Architecture.

The motion was seconded by Brian Sanderholm and carried.

Administration requested approval of the following professional services contracts for the construction of the Sumner campus:

- Mechanical engineer for mechanical design – Integrated Consulting Engineering - \$21,000 plus \$200 reimbursable travel fee per trip, and architect coordination - \$2,100.
- Electrical engineer for electrical design – Dudley Williams - \$11,000, and architect coordination - \$1,100
- MKEC engineer for civil engineering design (\$55,300), landscaping architect (\$10,100), public infrastructure (\$84,200)

College Administration and Conco Construction have agreed to the process of soliciting bids for deliverables and select vendors based on best value for the project. Administration requested approval of the following sub-contractors for the Sumner campus construction:

- Mechanical contractor – Winfield Plumbing (negotiated fee rate)
- Electrical contractor – A&H Electrical (negotiated fee rate)
- Conco will self-perform dirt work at cost plus in order to get started moving dirt by August 28, 2017 instead of using a sub-contractor which would not be able to start until a later date.

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

RESOLVED, that the Board of Trustees approve the contractors for the Sumner campus as presented.

The motion was seconded by Ned Graham and carried.

3) Dr. Harold Arnett, VP of Academic Affairs, praised Janet Davidson for starting a conference for early childhood educators which has grown substantially over its 4 years. Visual and Performing Arts Department Chair, Mark Flickinger; Chamber Director, Kammy Downs; and other Cowley alums recently completed a mural on the north wall outside of the Burford Theatre.

4) Dr. Kori Gregg, VP of Institutional Advancement, shared that the marketing department has been strategically increasing the college's image in the marketplace and pushing targeted ads. Kudos to Abby Hollins and the marketing department and Rama Peroo for his work in making the college visible. The team has started a Google ads campaign which is targeting prospective students based on their google searches. The college has brought in over 200 inquiries since starting the campaign. The 1st annual Eli Hildebrandt memorial golf tournament will take place tomorrow and was started by donor Gavin Kreidler. The funds raised from this tournament will allow us to offer 6 or 7 more scholarships for students. The department has extended an offer for the Golden Tigers and Alumni relations position, pending Board approval.

5) Paul Erdmann, VP of Information Technology, provided an IT update to the Board. The team has wired the Cowley rec building to prepare for Wrestling. IT has been heavily involved in the admissions renovation, helping to move and reconnect wiring and equipment. The department is still correcting issues in the SIS and finalizing the parent CRM. Campus computer replacement is the next project in the works. The target is to deploy 560 computers by the end of the year. Blackboard is still experiencing glitches, however progress is being made.

6) Kristi Shaw, Executive Director of Enrollment Management, shared that the college had the highest number of new freshman at this year's orientation. Head count is up by 100 as of today. Thanked Abby Hollins in Marketing for her google ads campaign. Total head count at this time last year was 2,488. Kristi attended "A New Day in Kansas Education" conference with Janice Stover. Cowley was the only Junior college in attendance at the conference.

7) Chris Hollon, Executive Director of Institutional Effectiveness, shared that the retention module is nearly ready to go live with a goal go-live date at the end of September. Zogotech has been working with Chris to clean up our data for the dashboards. Chris continues to work on required reporting.

8) Jason O'Toole, Executive Director of Student Affairs, provided a student life update. The month of July was a prep for August. Roughly 100 students moved in in July. Currently, there are 500 students on contract. Thanked Lynlea Bartlett for her hard work in preparing for Dorm students. Dorm Storm was a success. Jason shared appreciation of the faculty and staff that gave up their Saturday to be available for the students. New student orientation resulted in a large crowd of

freshmen and the motivational speaker was well received by the students. Events are starting up with the clubs and organizations fair taking place tonight.

9) Shane Larson, Athletic Director, shared the following update. This year athletics saw a 15-20% average increase in the size of our team rosters. Anticipating 350 athletes amongst all of the athletic programs. Tank the Tiger is back with a cleaned and repaired costume. The newly purchased second costume will be here in mid-October. Sunday, August 27 is the foster parent meet and greet at 6:00 pm in the Wright Room. The annual Hall of Fame game is set for January 27 against Butler. The Cowley Sports Network is celebrating its 10-year anniversary. The network had over 100,000 connections and views of Cowley sports events. Live streams will be broadcast on both the Cowley County and Sumner County local TV stations.

9) The Transportation Report indicated total mileage of 25,447 for the month ending, July 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 Jill Long and carried.

**Personnel
Trans-
actions**

The following personnel were presented for Board approval:

Dennis K. Shurtz 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.

Resignations:

- Jane Maynard, Bus Driver, effective July 28, 2017

Staff:

- Adriana Somerville, Alumni Relations/Golden Tigers Coordinator, at an annual salary of \$25,000, plus staff fringe benefits, effective August 15, 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 convene in executive session to discuss non-elected personnel, regarding employee contracts and compensation, pursuant to the exception for discussions relating to non-elected personnel,

beginning at 7:15 pm and reconvening in open session at 7:25 pm in the same room.

The motion was seconded by Jill Long and carried.

The meeting then resumed in open session at 7:25 pm.

**Second
Executive
Session**

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

RESOLVED, that the Board of Trustee convene into executive session to discuss non-elected personnel, regarding employee contracts and compensation, pursuant to the exception for discussions relating to non-elected personnel, beginning at 7:25 pm and reconvening in open session at 7:35 pm in the same room.

The motion was seconded by Jolynn Foster and carried.

The meeting then resumed in open session at 7:35 pm.

**Adjourn-
ment**

Brian Sanderholm 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 Dennis K. Shurtz and carried.

The meeting adjourned at 7:36 pm.

Tiffany Vollmer
Board Clerk