

**Cowley College
Board of Trustee Official Minutes**

September 16, 2019

A meeting of the Board of Trustees of Cowley College was called to order on September 16, 2019 at 6:00 pm, in the President's private dining room, inside of the McAtee Dining Center, 200 S. 4th Street, Arkansas City.

Trustees Present Jill Long - Chair
JoLynn Foster
Nancy Burger
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. Michelle Schoon, VP of Academic Affairs
Paul Erdmann, VP of Information Technology
Debbie Phelps, Exec. Director of Instit. Effectiveness
Kristi Shaw, Executive Director of Enrollment Management
Jason O'Toole, Executive Director of Student Affairs
Jan Grace, Sumner Campus Operations Officer
Shane Larson, Athletic Director
Pam Smith, Faculty Liaison
Rama Peroo, Dir. of Instit. Communications and Public Relations
Holly Harper, Director of Accounting
Joe Shriver, Bus Driver/Inventory Specialist
Todd Ray, Director of Maintenance and Grounds
Landon West, Director of Student Life
Frank Owen, Criminal Justice Instructor

Guests

Michael Bergagnini, Citizen
John Shelman, News Media
Dr. Anaria Barnds, Willdan Group
Kendall Ray, September Student of the Month
Donte Chattman, Student Senate President
David Stalnaker, Gun range owner
Peggy Stalnaker, Gun range owner

Invocation

The Invocation was presented by Glennis Zimmerman

Approval of Board Minutes

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

RESOLVED, that the revised Minutes of the regular meeting of the Board of Trustees, conducted on August 12, 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 Nancy Burger and carried.

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 August 31, 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 Bob Juden and carried.

Bills & Claims

Bob Juden 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 \$195.15. General Operating Activities disbursements include College Operating \$1,304,579.91 (net \$1,301,588.66) and Federal Funds \$31,406.97; for a total written of \$1,335,986.88 (net \$1,332,995.63). 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 August 31, 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 Brian Sanderholm and carried.

Communications

1) Dr. Rittle delivered a College update:

- The college is collaborating with both the Cowley and Sumner County Workforce Development to redesign a partnership that will save the state dollars and provide workforce services to area communities.
- Cowley has applied for the Second Chance Pell which creates opportunities for inmates who qualify to take college classes while they are incarcerated with the support of federal dollars.

- The College awarded 800 technical certificates and degrees this past year, up by 100 from the previous year. Dr. Rittle thanks the faculty and staff for their efforts to increase our completion rates.
 - The College recently received our approval from the Higher Learning Commission to enter into open pathway. Dr. Rittle thanked Dr. Schoon, faculty and staff for their work to achieve this milestone.
- 2) Kendal Ray was recognized as the September 2019 Student of the Month. Kendall is the daughter of Todd and Deb Ray and is a sophomore from Braman, OK. She is a STEM-Science-Occupational Therapy major with a 3.93 GPA. Her college activities include Track and Field, Phi Theta Kappa, Student Ambassador, Student Senate, Resident Assistant and Tutor. Kendall's future plans are to attend Northeastern State University for both a Bachelor's degree and Master's degree.
 - 3) Dante Chattman, Student Senate President, provided a student update
 - 4) Jessica Lucas, Government Affairs Liaison, provided a Legislative update
 - 5) Thank you to Cowley College from Stetson Shook
 - 6) Thank you to Dr. Rittle from Lt. Governor Lynn Rogers
 - 7) Thank you to Cowley College from the Winfield Chamber Annual Dinner and Auction Committee

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, provided an update on next steps.
- 2) The College has requested to become affiliated with the KPERS optional group life insurance, which will become the most affordable group life insurance option offered to employees. In order to complete the affiliation, the governing body must approve a resolution authorizing participation.

Nancy Burger Introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees, a participating employer in the Kansas Public Employees Retirement System, hereby make application in accordance with K.S.A. 74-4927(6) and (7) for the inclusion of all its eligible employees in optional insurance under the Kansas Public Employees Retirement System, effective January 1, 2020.

The motion was seconded by JoLynn Foster and carried.

- 3) Trustee Nancy Burger and Dr. Rittle attended the KACCT Quarterly Meeting on September 13-14 at Neosho Community College. Trustee Burger provided a brief recap.

- There is increased importance for our College to have a voice in decisions due to the political landscape in higher education.
- Additionally, she shared the KACCT position statement.

- 4) Dr. Rittle requested the proposed Trap Shooting Club advisors, students, and constituents present a brief overview of the proposed club to the Board of Trustees. This item is for Trustee awareness and for general discussion as well as for Dr. Rittle to ensure that the liability aspects of the proposed club have been adequately vetted. Landon West provided an overview of the quickly growing sport.

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

RESOLVED, that the Board of Trustees approve the creation of the student trap shooting club.

The motion was seconded by Brian Sanderholm. No vote was taken.

Administrative Reports

The following Administrative Reports were reviewed:

The Board completed their first reading of the revised policy 112.00 Fringe Benefits – Full-Time Employees. The original policy 112.00 was specific to administrative staff. In addition, there is separate fringe benefit policy for classified staff, policy 162.00. This revised policy 112.00 will absorb the current policy 162.00, and include language that covers both employee groups, eliminating the need for two separate policies. The updated policy also includes the increase in the benefit stipend from \$540 per month to \$640 per month. The revised policy has been unanimously approved by the Administrative Council and the Trustee Finance Subcommittee. This is the first reading by the Board and final approval will be requested at the October meeting.

Glennis Zimmerman suggested removing the language with specific dollar amounts and instead add language that states that a benefits stipend will be offered at a dollar amount agreed upon by the Board and reflected in the Master Agreement. Administration will make this change and bring the revised proposed policy back to the Board for final approval.

- 1) Dr. Rittle, College President presented the following finance and administration items on behalf of Dr. Gloria Walker.

The college solicited Request for Price/Bid Quotes (RFQ): Motor Coach (Bus) to add to the current fleet of motor vehicle to lessen the wear and tear of the current fleet of motor coaches, and potentially replace the Bluebird LTC40 Tour Bus. The committee unanimously selected and the Board of Trustees approved the purchase of the National Ultra Coachliner DX, pending financing options.

The Vice President of Finance and Administration executed a solicitation for bid terms and rates to finance and/or lease with option to buy the bus. Six financing entities responded to the solicitation as follows:

Cowley College Capital Lease Financing with or without \$1 Buyout National Ultra Coachliner DX (bus) - \$269,400.00						
Entity	Term	Lease Rate Factor (LRF)	Rate Factor Adjustment	Monthly Payment	Annual Payment	Total with Finance Charge
AvTech Capital 6995 Uion Park Ctr. Suite 400 Cottonwood Heights, Utah	36 Months	0.02991	.0000989 for every	\$ 8,057.75	\$ 96,693.00	\$ 290,079.00
	40 Months		5bp increase on		-	-
	42 Months	0.02595	US treasury of 1%	6,990.93	83,891.16	293,619.06
California First National Bank 28 Executive Park, Suite 200 Irvine, CA 92614	36 Months	0.029171	.0000044 least	\$ 7,858.67	\$ 94,304.04	\$ 282,912.12
	40 Months	0.026475	rate will be locked	7,132.37	85,588.44	285,294.80
	42 Months	0.025322	until 12/31/19	6,821.75	81,861.00	286,513.50
Celtic Commerical Finance 4 Park Plazw #300 Irvine, CA 92614	36 Months	0.03048	.000045 per 10 bp	\$ 8,211.31	\$ 98,535.72	\$ 295,607.16
	40 Months	0.02772	relative to trans.	7,467.76	89,613.12	298,710.40
	42 Months	0.02654	base rate of 1.564%	7,149.87	85,798.44	300,294.54
Community National Bank & Trust 500 N. Summit Street Arkansas city, KS 67005	36 Months	2.15%		\$ 7,733.97	\$ 92,807.64	\$ 278,422.92
	40 Months	2.15%		6,992.00	83,904.00	279,680.00
	42 Months	2.15%		6,664.40	79,972.80	279,904.80
RCB Bank 125 N. Summitt Street Arkansas City, KS 67005	36 Months	2.59%		\$ 7,802.37	\$ 93,628.44	\$ 280,885.32
	40 Months	2.59%		7,052.06	84,624.72	282,082.40
	42 Months	2.59%		6,730.53	80,766.36	282,682.26
Union State Bank 127 S. Summit Arkansas City, KS 67005	36 Months	3.55%	3.60%	\$ 7,906.57	\$ 94,878.84	\$ 284,636.52
	40 Months	3.45%	3.50%	7,145.75	85,749.00	285,830.00
	42 Months	3.35%	3.40%	6,812.83	81,753.96	286,138.86

Administration requested Board of Trustees' approval of Community National Bank to finance the bus for terms of 42 months with monthly payments of \$6,664.40 (\$79,072.80, annually). The terms fall within the budgeted amount for the fiscal year 2019-2020, and staff will budget the same for the next three and half fiscal years. See attachments for supporting bid matrix.

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

RESOLVED, that the Board of Trustees authorize Community National Bank to finance the purchase of the National Ultra Coachliner DX bus for a term of 42 months with monthly payments of \$6,664.40 (\$79,072.80, annually). The terms fall within the budgeted amount for the fiscal year 2019-2020, and staff will budget the same for the next three and half fiscal years.

The motion was seconded by Glennis Zimmerman and carried.

- 1) Dr. Michelle Schoon, VP of Academic Affairs, informed the Board that the Ad Astra China program is progressing with students being enrolled. Cowley will be the preferred community college for Fort Hays State University's China program. Dr. Schoon also mentioned the GED graduation that was recently held at the Winfield Correctional Facility with 18 diplomas awarded. The Cowley College Media Club will hold the Constitution Day event on Tuesday, September 17. The HLC AQIP document has been returned and the College is now allowed to move to an open pathway. Administration will be outlining plans of action through administrative council moving forward. Lastly, Dr. Schoon recognized Pam Smith for being

selected for the Bill and Judy Docking Faculty Achievement Award at the September 23rd Professional Development Day.

- 2) Rama Peroo, Director of Institutional Communication and Public Relations provided and institutional advancement update on behalf of Dr. Kori Gregg. Peroo informed the Board that the Cowley College Gold Card has a new look and a new name. The Gold Card, which allows individuals 60 and better free access to all home athletic events and most theater events has been rebranded to The Platinum Card. All the same benefits apply and Gold Card holders can continue to use their current card. Cards will now be processed out of the Institutional Advancement office. The rebranding is intended to lessen the confusion between the Gold Card and the Golden Tigers which are separate programs.
- 3) Paul Erdmann, VP of Information Technology, informed the Board of a recent major upgrade to the College Powerfaids system. Additionally, the team has been coordinating two new upgrades to Tiger Connect and the J1 system.
- 4) Kristi Shaw, Executive Director of Enrollment Management, Thanked the employees who volunteered their time to work the Cowley booth at the State Fair. The college saw 458 brand new freshmen enroll this year as compared to 446 this time last year. The department is working hard to prepare for Principal, Superintendent, Counselor day this coming Thursday and Senior Day to take place October 23rd.
- 5) Debbie Phelps, Executive Director of Institutional Effectiveness, informed the Board that the 2019 annual year collection has been submitted and is currently under review. Information about students enrolled at Cowley College on the 20th day will be reported to the Kansas Board of Regents on September 27. Phelps said the college saw an increase in military students, while 747 high school students enrolled in classes during the 2018-2019 academic year, a year over year increase of 2.5 percent. Also, 778 students began their higher ed career at Cowley College during the 2018-2019 academic year, a year over year increase of 17.3 percent. The fall census student body does not represent the full fall student body headcount.
- 6) Jason O'Toole, Executive Director of Student Affairs, provided a housing update. The dorms are currently at 92.2 percent occupancy. O'Toole also mentioned the numerous Student Life activities that were held during the month of August.
- 7) Janet Grace, Sumner Campus Operations Officer, discussed the events Cowley recently sponsored and the monthly Chamber, City Council, and Commissioners meetings she attended. Grace also mentioned the Kansas Strong event that was recently held at the Sumner Campus and that the Tiger Eatery is being enjoyed by individuals in Sumner County.
- 8) Pam Smith, Faculty Liaison, provided a faculty update. The school year is off to a great start, with upbeat and positive student body. Jennifer Rupp reported 40 visits from 32 students in the Writing Center. Julie Rhoads recently teamed up with Jan Grace to host a math and science workshop at the Short General Education Center, with 45 teachers in attendance. The College Education Association meeting will take place this week. Rhoads is also scheduled to attend the

Governor's Symposium on Early Childhood Education in Kansas on October 7th along with two Education Majors from the Cowley KNEA Club. Also, Jennifer Rupp reported in the first two weeks the Writing Center has had 40 visits from 32 students. They will hold a Resume Workshop on September 19th.

- 9) Shane Larson, Athletic Director, provided a fall sports update. Larson said both the men and women's soccer teams are ranked as are both the men and women's cross country teams, while the Cowley volleyball team is currently ranked 11th. Larson also mentioned the five nominations for induction into the Tiger Athletic Hall of Fame and the Tri-County Golf Classic held September 7 in Wellington. Also, Tiger Booster Club luncheon dates have been set for the remainder of the fall semester.
- 10) The Transportation Report indicated total mileage of 17,557 for the month ending, August 2019

Bob Juden 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 Ned Graham and carried.

Personnel Transactions

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

Resignations

- Autumn Kincaid, Alumni/Golden Tiger Coordinator, effective September 17, 2019
- Adam Parsons, Custodial Supervisor, effective September 20, 2019

Staff

- Cheri Adams, Military Services Coordinator, at an annual salary of \$42,000, plus staff fringe benefits, effective September 17, 2019
- Lana Da Silva, Assistant Coach – Volleyball/Dorm Manager, at an annual salary of \$24,500, plus staff fringe benefits, effective September 17, 2019
- Kim Peri, Department Secretary – Natural Science, At an annual salary of \$30,172, plus staff fringe benefits, effective September 17, 2019

The motion was seconded by JoLynn Foster and carried.

Public Comment

Other Business

Adjournment

JoLynn Foster 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 8:00pm

A handwritten signature in black ink, appearing to read "Tiffany Vollmer". The signature is written in a cursive, flowing style.

**Tiffany Vollmer
Board Clerk**