

**Cowley College
Board of Trustee Official Minutes**

September 17, 2018

A meeting of the Board of Trustees of Cowley College was called to order on September 17, 2018 at 6:00 pm, in the President's private dining room, McAtee Dining Center, 200 S. 4th Street, Arkansas City, KS

Trustees Present JoLynn Foster – Chair
Nancy Burger
Ned Graham
Bob Juden
Jill Long (By phone)
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. Michelle Schoon, VP of Academic Affairs
Dr. Kori Gregg, VP of Institutional Advancement
Paul Erdmann, 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
Tina Grillot, AVP of Business and Industry
Buddy Curry, Ag Instructor and CTE Dept. Chair
Garrett Vickery, NDT Instructor
Jessica Lucas, Government Affairs Liaison

Guests

Michael Bergagnini, Citizen
John Shelman, Cowley CourierTraveler
Jeni McGee, AC Daily Bytes
Thais Lindemayer Gomes, Student of the Month
Tara Lukert, Student Senate President

Invocation The Invocation was presented by Ned Graham.

**Approval
Of Board
Minutes** Glennis Zimmerman introduced and moved the adoption of the following resolution:

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees, conducted on August 13, 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 Brian Sanderholm 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 August 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 Ned Graham and carried.

Bills & Claims

Nancy Burger 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 \$19,414.89 (net \$17,643.14). General Operating Activities disbursements include Foundation \$3,022.10; College Operating \$2,126,255.79 (net \$2,125,146.05) and Federal Funds \$1,434.00; for a total written of \$2,130,711.89 (net \$2,129,602.15). 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, 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 Bob Juden and carried.

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

RESOLVED, that the Board of Trustees continue with their current Bills and Claims approval process, with the condition that all Trustees receive the full Bills and Claims detail report each month.

The motion was seconded by Glennis Zimmerman and carried.

Communications

1) Dr. Rittle provided a College update:

- The College is preparing for professional development day on September 24. Thanked the professional development team for their efforts to prepare for specialized training for the entirety of the day.

- Key college personnel are developing a deferred maintenance plan to be presented at the January or February Board meeting.
 - The Cowley College Winfield Center will be hosting a listening tour for Winfield Superintendent Dr. Nathan Reed.
 - Thanked the Board for the opportunity to attend Harvard Leadership training. Dr. Rittle will be hosting a 4-part *Best Practices in Leadership* series, which is open to the community.
 - October 15 will be the next Board meeting which will take place at the Sumner Campus. The Higher Learning Commission will conduct a site visit of our Winfield, Mulvane and Wellington campuses on October 4.
- 2) Thais Lindemayer Gomez was recognized as the September Student of the Month. Thais is a native of Porto Alegre, Brazil and is a Dietetics Major with a 4.0 GPA. Her college activities include pole vault for the Cowley Track and Field team, Phi Theta Kappa, Reverb/College Ministry, International Club, Tutor and Residence Assistant. Her future plans are to pursue a bachelor's degree in dietetics at a 4-year university while continuing track and field.
 - 3) Jessica Lucas provided a legislative update.
 - 4) Tara Lukert provided a student update
 - Will be providing new recycling containers around campus.
 - Initiating a new fundraising opportunity for campus clubs.
 - 5) Thank you to Cowley College from the Legacy Foundation
 - 6) Thank you to Cowley College from the Winfield Area Chamber of Commerce Dinner and Auction Fundraising Committee
 - 7) Thank you to Cowley College from the 2018 Relay for Life team
 - 8) Thank you to Cowley College from the Kansas House Democratic Caucus

Board Reports

- 1) Bob Juden and Dr. Rittle attended the KACCT Quarterly Meeting, held September 14-15 at Highland Community College. Trustee Juden provided a brief recap.
 - Discussed community college relationships with Legislators to maintain communication. Dynamics within our state will be changing in the next 5 years. Minorities will become the majority and colleges must adjust to this change. Learned that \$7.4 billion in available Pell dollars went unused last year. The Kansas Board of Regents, The Kansas Association of Community College Trustees and the Council of President's will be requesting that the Legislature provide full funding of \$25,000,000 to Community Colleges this next fiscal year.

Administrative Reports

The following Administrative Reports were reviewed:

1) **Dr. Gloria Walker, VP of Finance and Administration,**

Administration and Faculty requested Board of Trustees approval to purchase Machine Tool Technology, Welding, Non-Destructive Testing and Mechatronics equipment for the Sumner Campus.

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

RESOLVED, that the Board of Trustees approve the purchase of 3 Okuma M460 CNC Mill units at a cost of \$358,500.

The motion was seconded by Bob Juden and carried.

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

RESOLVED, that the Board of Trustees approve the purchase of 1 Clean Air LEAF Dual Weld Station at a cost of \$16,922.

The motion was seconded by Gary Wilson and carried.

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

RESOLVED, that the Board of Trustees approve the purchase of 1 AFAB X-Ray cabinet at a cost of \$59,995 and 1 Lorad X-Ray Tube at a cost of \$21,995.

The motion was seconded by Nancy Burger and carried.

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

RESOLVED, that the Board of Trustees approve the purchase of 3 Mechanical Trainer Mechanical Drive Systems at a price of \$33,000, 6 Future Tek Motor Control Systems at a price of \$60,067, 8 FormLabs 3D Printers at a price of \$40,456, and 3 FANUC Robotic Trainers at a price of \$108,540.

The motion was seconded by Gary Wilson and carried.

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

RESOLVED, that the Board of Trustees approve the cost of shipping of the Sumner Campus equipment purchases.

The motion was seconded by Bob Juden and carried.

- 2) **Dr. Michelle Schoon, Interim VP of Academic Affairs, provided an academic update. All departments are currently working on Academic Program Reviews, with all department chairs and secretaries being trained in using Zogotech for data mining. Also mentioned was the appointment of two new department chairs. Dr. Scott Layton was appointed the new Department Chair of Natural Science, while Buddy Curry was appointed Department Chair for Career and Technical Education. Dr. Schoon also informed the Board that current concurrent enrollment partnerships (CEP) include 15 area high schools with approximately 400 students enrolled.**

- 3) **Dr. Kori Gregg, VP of Institutional Advancement, recapped the largest scholarship reception the Foundation has ever held, with 122 first time scholarship recipients and 55 renewed scholarships. She will be forming a cross sectional scholarship committee to review the scholarship structure to maximize effectiveness and maintain consistency. Dr. Gregg also mentioned the 4 awards that the Marketing Department received recently from the National Council for Marketing and Public Relations, making Cowley the only Kansas community college to receive such an award this year.**

- 4) **Paul Erdmann, VP of Information Technology, mentioned the Jenzabar J1 upgrade set to take place in October. The department hopes this newer version will have major upgrades to the HR/Payroll module. In addition, the IT department has made significant progress with the installations of projectors/screens in classrooms.**

- 5) **Dr. Rittle, President, provided an enrollment update on behalf of Kristi Shaw. The admissions team has come together to push enrollment in Kristi Shaw's absence. Also mentioned was the increase in high school aged student enrollment and the addition of military science courses.**

- 6) **Debbie Phelps, Executive Director of Institutional Effectiveness, informed the Board that the 2018 AY collection was successfully completed on time and locked on Friday, September 7. The 2018 IPEDS fall survey collection opened Friday, September 5. Additionally, Phelps has requested a collaborative effort between she and Zogotech to conduct an audit of the existing dashboards.**

- 7) **Shane Larson, Athletic Director, provided a Student Affairs update on behalf of Jason O'Toole. The dorms are currently at 98.4% occupancy. This is up 20 students from last year at the end of August. Cowley's IMPACT program, which is the Student Support Services federally funded TRIO program, received a 4.25% or \$12,631 budget increase for this year's upcoming 2018-19 budget. The new budget amount will now total \$309,835. With the increase, IMPACT will be able to serve seven more students bringing their total up to 167 students. Cowley's Upward Bound federally funded TRIO program, also received a 4.25% or \$11,779 budget increase for this year's upcoming 2018-19 budget. The new budget amount will now total \$288,913. With the increase,**

Upward Bound will be able to serve three more students bringing their total up to 63 students.

- 8) Janet Grace, Sumner Campus Operations Officer, provided a Sumner Campus update. The furniture installation is now complete. There are 45 students currently enrolled in classes at the Tech Center, which met the college's goal for the opening semester. Jan mentioned the monthly meetings she attends, to include, Chamber meetings, Rotary Club, City Council, Sumner County Commission and Sumner County Economic Development Board. Lastly, the Sumner Campus will be hosting a Superintendent, Principal and Counselor day on November 2nd.
- 9) Deborah Layton, Faculty Liaison, informed the Board that faculty will be presenting information learned at summer conferences at the upcoming Professional Development Day on September 24th. Many faculty are taking part in evidence collection for the HLC Criterion Evidence Collection. The compression study committee will be meeting this week to receive an update from KornFerry. The CC Singers will be available for performances at the beginning of October.
- 10) Shane Larson, Athletic Director, provided a fall sports update. The Lady Tiger volleyball team is playing in a try match at home tomorrow. The men's Soccer team is receiving national rankings for the first time in program history. The foster parent meet and greet will take place September 30th in the Wright Room. The Tiger Booster Club Board met in August to approve the 2019 Hall of Fame candidates and set dates for the fall luncheons. The fall TBC luncheons will be held on September 26th, Oct 18th, November 27th.
- 11) The Transportation Report indicated total mileage of 23,013 for the month ending, August 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, 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
Trans-
actions**

The following personnel were presented for Board approval:

Brian Sanderholm 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.

Staff:

- Lacey Kennedy, Health Services Coordinator, at an annual salary of \$38,000 plus staff fringe benefits, effective October 1, 2018
- Sandy Wiemers, Alumni Relations/Golden Tigers Coordinator, at an annual salary of \$28,080, plus staff fringe benefits, effective September 18, 2018

The motion was seconded by Ned Graham and carried

**Public
Comment****Other
Business**

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

RESOLVED, that the Board of Trustees approve the recommendation to post Board member contact information on the College public website.

The motion was seconded by Glennis Zimmerman and carried.

**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 Gary Wilson and carried.

The meeting adjourned at 7:57 pm.

Tiffany Vollmer
Board Clerk