

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

**September 18, 2017**

A meeting of the Board of Trustees of Cowley County Community College and Area Vocational-Technical School was called to order on September 18, 2017, at 6:00 pm, in the President's private dining room, McAtee Dining Center, 200 S 4<sup>th</sup> 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 Council  
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  
Deborah Layton, Humanities Instructor  
Dr. Scott Layton, Natural Science Instructor  
Janet Davidson, Early Childhood Education Instructor**

**Guests**

**Cheri Hulse  
David Herlocker  
Jeni McGee, AC Daily Bytes  
Gareth McGee, 31<sup>st</sup> Century Tech Support  
Glennis Zimmerman, Trustee candidate  
Kay Ryan, Trustee candidate  
Mike Berganini, Trustee candidate  
Jonathan Hansen, Trustee candidate  
Kelsi Whitcomb, Student**

**Invocation**      The Invocation was presented by Jill Long

**Approval  
Of Board**      Ned Graham introduced and moved the adoption of the following resolution:

**Minutes**

**RESOLVED**, that the minutes of the regular meeting of the Board of Trustees, conducted on August 14, 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 Brian Sanderholm, 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, 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 \$3,395.80. General Operating Activities disbursement including Foundation \$0.00 (net \$0.00); College Operating \$1,488,433.44 (net \$1,484,720.42) and Federal Funds \$17,846.16; for a total written of \$1,506,279.60 (net \$1,502,566.58). 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<sup>st</sup>, 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 Jill Long and carried.

**Communications**

**1) Kelsie Whitcomb** was recognized as the September Student of the Month. Kelsie is from Wichita, KS and is a math education major with a 4.0 GPA. Her college activities include Phi Theta Kappa, Math and Science club, Game Club, Cowley tutor, Art Club and the Media Club. Her future plans are to transfer to a university to earn a degree in math education.

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

- Shared appreciation of the Bowman family, especially to Carrie Effie, for the donation of two pieces of property. Chair Juden thanked the Bowman family for the generous gift to the college.
- Thanked the college faculty and staff for their efforts in stabilizing enrollment, as well as the work done on the recent renovations to the Admissions Department.

3) Dr. Rittle recognized Deborah and Dr. Scott Layton for their 5 years of service to Phi Theta Kappa. Deborah thanked the Board and the community for all of their support of the program.

4) Janet Davidson provided an update on the progress of the Early Childhood Development Center. The college is in phase 1 of accepting a USDA grant worth \$7,786 to support purchasing early childhood supplies. The Board was supportive of this notion. The feasibility study is awaiting approval from the VJ Wilkins Foundation.

5) Agora Architecture provided an update on the development of the Cowley College Sumner Campus. The Developer's Agreement was approved by the Wellington City Council. Conco has started preliminary ground work for the construction of the campus. Agora shared the design of the technical education building. The Short General Education Center design is still in the design process.

6) Dr. Rittle shared statistics of the success rate of our students who transfer on to 4 year universities, particularly, Emporia State.

6) Thank you to Cowley College from Relay for Life.

7) Thank you to Dr. Rittle from Amanda Hamersky.

8) Letter of commitment from LiveSafe

9) Thank you to Cowley College from Marla McFarland – City of Ark City.

10) Thank you to Cowley College from the Winfield Chamber of Commerce.

11) Thank you to Kristi Shaw from Tyler Kurtz.

### Board Reports

1) Jill Long provided a recap of the recent KACCT Quarterly meeting at Butler Community College, also attended by Board Chair Bob Juden and Dr. Rittle, where she presented on the state of the college. She thanked the Marketing department for the wonderful power point presentation which showcased drone footage of the campus and the dirt work at the new campus. Other college trustees were very interested in the Sumner campus project. Trustee Long expressed that she is proud to be a Trustee and that our faculty, staff and students shined at the meeting. In addition, speaker Randy Watson presented to the Trustees during the quarterly meeting.

2) Dr. Rittle and Dr. Kori Gregg presented the gift range chart for the donation requirements for naming rights of spaces at the Sumner campus.

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

**RESOLVED**, that the Board of Trustees approve the proposed gift range chart for the donation requirements for naming rights of spaces at the Sumner Campus.

The motion was seconded by Jill long and carried.

3) Chair Juden recommended that the Board approve the appointment of Bob Juden as the representative to certify bids, and Dennis K. Shurtz as the alternative.

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

**RESOLVED**, that the Board of Trustees approve the appointment of Bob Juden and the representative to certify bids, and Dennis K. Shurtz as the alternate.

The motion was seconded by JoLynn Foster and carried.

### Adminis- trative Reports

The following Administrative Reports were reviewed:

- 1) The Board completed their first reading of the new Acquisition and Disposal of College Property policy. Final approval will be requested at the October 16 Board of Trustee meeting.
- 2) Dr. Gloria Walker, VP of Finance and Administration, Presented bids for the replacement of 2 new 7-passenger minivans. Administration requested approval to purchase the vans from Zeller Motors, who had the provided the lowest bid and best overall value at \$46,000.

The college has posted an RFP for a Government Affairs Liaison to the Cowley website as well as an ad in the Cowley CourierTraveler with a link to the RFP. The deadline for submitting qualifications for this RFP is 5:00 pm on September 25, 2017. Administration requested Board approval to contract with the chosen Government Affairs Liaison, pending the cost of the contracted services. Should the cost of the services exceed \$25,000, the bid will be brought back to the Board for final approval in accordance with Board policy 137.00.

Administration requested Board approval for the college to purchase 540 replacement desktop computers from JR Microsystems for the price of \$613,696.50. \$200,000 of the cost will come from the capital outlay mill funds. Additionally, administration requested approval to lease/finance the remaining costs of the computers for a period not to exceed 3 years.

Gareth McGee, owner of 31<sup>st</sup> Century Tech Support was allowed to speak in regards to his company's bid.

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

**RESOLVED**, that the Board of Trustees accept the bids of the 2 7-passenger mini vans from Zeller Motors and the 540 desktop computers from JR Microsystems.

The motion was seconded by Brian Sanderholm and carried.

Administration requested approval for Conco Construction to self-perform the concrete work for the Sumner Campus for a price of \$128,718.00

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

**RESOLVED**, that the Board of Trustees authorize Conco Construction to self-perform the concrete work for the Sumner Campus for the price of \$128,718.00

The motion was seconded by Ned Graham and carried.

- 3) Dr. Harold Arnett, VP of Academic Affairs, shared news that the visual and performing arts division has sold 1,302 tickets for the children's performance of Mary Poppins. Tickets will go on sale to the public on October 19. The SmarterMeasure readiness assessment was launched in early July and uses non-cognitive factors to determine whether a student is ready to take online classes and identifies students who would be less likely to succeed. The system has already seen significant returns with over 200 students successfully completing the assessment within Blackboard Student Orientation. SmarterMeasure informed the college that this has been the highest initial use of any institution they currently work with in higher education. The 2017 Andover paramedic class had a 100% pass rate for their NREMT practical certification exams. The CTE department will be hosting manufacturing days on October 10-11 for 8<sup>th</sup> graders in our service area including 355 Sumner County 8<sup>th</sup> graders.
- 4) Dr. Kori Gregg, VP of Institutional Advancement, shared that the Marketing and Admissions departments have been busy staffing the state fair booth and planning event days. The new Alumni Relations and Golden Tigers Coordinator is planning an Alumni event to be held during Arkalalah. The event will feature the traditional Theatre float which will be designed by a group of pre-engineering students from the college. An alumni meet and greet will take place following the Arkalalah parade.
- 5) Paul Erdmann, VP of Information Technology, updated the Board on the parent CRM, which is still a work in progress. The team made a breakthrough today and will be in the final testing phase tomorrow. The department is finalizing the implementation of student photos being loaded into Tiger Connect.
- 6) Kristi Shaw, Executive Director of Enrollment Management, shared the current enrollment numbers. As of today we are at a headcount of 2,860 with 1,932 FTE. The Tiger Stripes Work Ethic Program has been revamped in collaboration with Cowley First. Kristi presented to 400 ACHS students to show the importance of the program. Principal/Counselor/ Superintendent day is September 20 here on campus. The department is still working to streamline processes.

- 7) Chris Hollon, Executive Director of Institutional Effectiveness, informed the Board that the KBOR academic year reports are complete. Held a retention module training at professional development day with an over capacity turnout. Retention modeling has been pushed back to October 12 in order to have more predictive analytics. The college should be able to identify high risk students in the retention module by October 17.
- 8) Jason O'Toole, Executive Director of Student Affairs, provided a housing update which showed that our current dorm occupancy is at 482 students. The solar eclipse watch party was a success with the department passing out over 500 eclipse glasses. Lastly, Student Support Services recently received an increase in their grants from the federal government of 2.5%.
- 9) Shane Larson, Athletic Director, Shared the impact of the wrestling program on our enrollment numbers this fall. We currently have 33 student athletes on the wrestling team, including scholarships and walk-ons. The team consists of 18 LOIs, 2 academic scholarships and 5 on other scholarships. There are 12 full walk-ons on the team. In addition, there were 28 students who listed the Wrestling program as having made some sort of impact on their decision to come to Cowley. The first home wrestling dual will be November 9 in WS Scott Auditorium.
- 10) The Transportation Report indicated total mileage of 28,300 for the month ending, August 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.

The 2017-2018 Master Agreement between the Cowley College Education Association and the Board of Trustees was recommended for approval.

**Resignations:**

- Steven Storm, Paramedic Instructor, effective September 8, 2017

**Director/Instructional Staff:**

- Cameron Schwartz, Paramedic Instructor Coordinator, at an annual rate of \$45,000, plus fringe benefits, effective September 19, 2017.

**Staff:**

- L. Deanne Fort, Accompanist/Admissions, at an annual salary of \$24,150, plus staff fringe benefits, effective September 19, 2017.
- Jim Sawyer, Public Safety Officer, at an hourly rate of \$14.83, plus staff fringe benefits, effective September 19, 2017.

The motion was seconded by JoLynn Foster and carried.

**Other Business**

Dennis. K. Shurtz requested that any requests towards the VJ Wilkins foundation be routed through the office of Institutional Advancement.

Brian Sanderholm requested an update on whether the college will be forming a naming committee to review the naming request for the Cowley baseball complex. A committee has been formalized to provide a recommendation to the Board of Trustees on the consideration of renaming the City ball park.

**Adjournment**

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 JoLynn Foster and carried.

Adjourned at 7:46 pm

Tiffany Vollmer  
Board Clerk