

**Cowley College
Board of Trustee Official Minutes**

October 15, 2018

A meeting of the Board of Trustees of Cowley College was called to order on October 15, 2018 at 6:00 pm, in room 106 of the Sumner Campus Technology and Innovation Center, Wellington, KS.

Trustees Present JoLynn Foster – Chair
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. Michelle Schoon, VP of Academic Affairs
Dr. Kori Gregg, VP of Institutional Advancement
Paul Erdmann, Systems Administrator
Kristi Shaw, Executive Director of Enrollment Management
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
Buddy Curry, Ag Instructor and CTE Department Chair

Guests

Megan Roth, Student Senate Vice President
John Shelman, Cowley CourierTraveler
Jeni McGee, AC Daily Bytes
Mike Bergagnini, Citizen

Invocation The Invocation was presented by Ned Graham.

**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 September 17, 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.

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 September 30, 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 Brian Sanderholm and carried.

Bills & Claims

Gary Wilson 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 \$0. General Operating Activities disbursements include Foundation \$1,090.84; College Operating \$2,689,935.74 (net \$2,688,173.87) and Federal Funds \$2,298.55; for a total written of \$2,693,325.13 (net \$2,691,563.26). 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 September 30, 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 Jill Long and carried.

Communications

- 1) Dr. Rittle provided a College update:
 - Shared a promotional video of the Cowley College EMS program.
 - Showed an animation video of the projected design of the Short General Education Center interior created by Agora Architecture.
 - Thanked the Sumner Campus employees for preparing the campus for the Board meeting and the wonderful presentation they provided. The Short General Education center will be in use by next fall.
- 2) Jessica Lucas provided a Legislative update.
- 3) Megan Roth provided a student update
 - Student life hosted a tailgate for the soccer game on October 10th.
 - Free movie night for the students will take place on October 11th.

- Dodgeball intramurals on October 15th will serve as tryouts for the Cowley student team at the Dodgeballalah tournament during the Arkalalah festivities.

- 4) Thank you to Cowley College from the Legacy Foundation
- 5) Note of appreciation from Brigadier General Anthony Mohatt
- 6) Thank you to Cowley College from the family of Brian Shaw

Board Reports

- 1) Chair Foster, Bob Juden and Dr. Rittle requested that the College perform a feasibility study of student housing on the Carver Park property situated on the Cowley College Arkansas City campus. The study is to be completed and shared back to the Board in approximately 6 months.

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

RESOLVED, that the Board of Trustees authorize the College to conduct a feasibility study of student housing on the Carver Park property, situated, on the Cowley College Arkansas City campus.

The motion was seconded by Ned Graham and carried.

- 2) As Chair, a request was received to discuss housing options at the Sumner Campus in Wellington.
 - Glennis Zimmerman shared concerns that without housing on or near the Sumner Campus, we will struggle with limited enrollment in competing with other schools who have housing and more developed programs. Trustee Zimmerman is also concerned that if the College cannot show growth, the county will not renew the sales tax when the 10-year term is up.
 - Jason O'Toole and Todd Ray reviewed the property for needed upgrades and it is estimated that it will cost nearly \$2 million to bring the facility up to Cowley housing standards.
 - The Board came to a consensus that any housing investments take place on the Sumner Campus property and that this topic be revisited in one year. once the Short General Education Center is in use and enrollment has settled.

Administrative Reports

The following Administrative Reports were reviewed:

- 1) Dr. Gloria Walker, VP of Finance and Administration, provided a Sumner Campus construction update. The annual audit is nearly complete and is anticipated to be ready for review at the November Board meeting. Also

discussed, was the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act has been posted on the Cowley College website.

- 2) **Dr. Michelle Schoon, Interim VP of Academic Affairs, informed the Board of the Kansas Core Outcomes Group that met at the KU Edwards Center in Kansas City. The Academic Affairs office is working on policy revisions and internal processes. Dr. Schoon thanked the faculty and staff who assisted with the recent Higher Learning Commission site visit of the Winfield, Mulvane and Wellington sites. The online paramedic class that recently graduated had a 100% pass rate on the NREMT practical exam, while Health and Human Services Day was attended by more than 170 students. Also mentioned were the recently completed and upcoming performances in the visual and performing arts department.**
- 3) **Dr. Kori Gregg, VP of Institutional Advancement, provided an overview of the recent Blackbaud conference she attended in Orlando, FL, where she was able to hear of best practices from some of over 4,000 colleagues around the country. Arkansas City Pizza Hut was recognized as the first ever Tiger Spirit Award recipient. Dr. Gregg also mentioned current and future updates to our Cowley College website; The Alumni Association party that will be held from 4pm-6pm pm October 27; and the Foundation Banquet which will be held on November 8. The Foundation data migration is nearly complete and their data is now totally in the Cloud.**
- 4) **Paul Erdmann, VP of Information Technology, informed the Board of the recent upgrade to the Jenzabar system. The College is awaiting the bug report before making the upgrade to our system to determine where errors are occurring. The College was recently given funding for upgrading the AV in the President's dining room. The team continues installing projectors and filling work tickets.**
- 5) **Dr. Kori Gregg, VP of Institutional Advancement provided an Institutional Effectiveness update on behalf of Deborah Phelps. The fall preliminary report has been submitted to the Kansas Board of Regents. It is important to note that this data collection does not include enrollments for those students whose fall enrollments are all second-eight week classes or the winter session and cannot be used as a comparison tool for total 2018 fall semester enrollment figures.**
- 6) **Kristi Shaw, Executive Director of Enrollment Management, shared an infographic of current enrollment goals. The goal is 2,884 students with 2,000.73 FTE. Student ambassadors will begin working from 6:00-8:00 in the evenings to make calls to prospective students. Senior day will take place next Wednesday on Campus.**
- 7) **Jason O'Toole, Executive Director of Student Affairs, provided a housing update. The dorms are currently at 97.6% occupancy. The department recently welcomed the hire of Lacey Kennedy as the new Health Services Coordinator on October 1.**

- 8) Janet Grace, Sumner Campus Operations Officer, thanked the Board for participating in the interactive tour of the Technology and Innovation Center. Jan will begin working at the Mulvane location each Wednesday from 8-noon. Also discussed was the new machinery set to arrive soon and the need for campus housing.

- 9) Deborah Layton, Faculty Liaison, shared information on the upcoming band and choir concerts. CTE instructors have been touring local industries to determine their needs and how the College can assist. Additionally, many faculty members are taking part in strategic initiative teams and collecting data for global learning outcomes.

- 10) Shane Larson, Athletic Director, provided a fall sports update. Men’s soccer is currently sitting 13th in the nation and the only team in the nation to sit undefeated. Volleyball will host Coffeyville in an intense match in W.S. Scott Auditorium on Friday. The next Tiger Booster Club luncheon is set for Thursday at noon.

- 11) The Transportation Report indicated total mileage of 25,553 for the month ending, September 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 Gary Wilson, and carried.

Personnel
Trans-
actions

Public
Comment

Other
Business

**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 Bob Juden and carried.

The meeting adjourned at 7:30 pm.

**Tiffany Vollmer
Board Clerk**