

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

October 16, 2017

A meeting of the Board of Trustees of Cowley County Community College and Area Vocational-Technical School was called to order on October 16, 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 Counsel  
Dr. Gloria J. Walker, VP of Finance and Administration  
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, Campus Operations Officer  
Tina Grillot, Associate Vice President of Business and Industry  
Lory West, BCIT Faculty  
Brooke Istas, Math Faculty  
Steven Gream, Head Volleyball Coach

**Guests**

Jeni McGee, AC Daily Bytes  
Glennis Zimmerman, Trustee Candidate  
Kay Ryan, Trustee Candidate  
Mike Bergagnini, Trustee Candidate  
Gary Wilson, Trustee Candidate  
Jonathan Hansen, Trustee Candidate

**Invocation**      The Invocation was presented by JoLynn Foster.

**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 18, 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 September 30, 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 JoLynn Foster 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 \$0.00 (net \$0.00). General Operating Activities disbursement include Foundation \$0.00 (net \$0.00); College Operating \$1,584,076.93 (net \$1,584,076.93) and Federal Funds \$21,744.84; for a total written of \$1,605,821.77 (net \$1,605,821.77). 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<sup>th</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 Ned Graham and carried.

**Communications**

- 1) Kenzie Thimesch was recognized as the October Student of the Month. Kenzie is from Garden Plain, KS and is a Sports Management major with a 4.0 GPA. Her college activities include the Volleyball team and Student Ambassadors. Her future plans are to continue playing volleyball and earn a Bachelor's or Master's degree in sports management.
- 2) Dr. Rittle delivered a College update:
  - Provided a recap of the recent Groundbreaking Ceremony where over 270 people were in attendance. Dr. Rittle thanked, the Board for their attendance, as well as the Groundbreaking planning committee, the distinguished speakers, dignitaries, faculty, staff and students who attended the event. Also extended a special thank you to the City of Wellington for their hospitality and generosity, and most importantly, the citizens of Sumner County. Chairman of the Board, Bob Juden thanked Dr. Rittle for his vision and leadership of the expansion project.

- Today was the first day of spring enrollment. Thanked the Admissions department, faculty and academic affairs department for getting enrollment up and running earlier than in past years.
- Thanked the Trustees for their efforts and dedication in honor of boss's day.

3) Thank you to Cowley College and staff from the Darren Daulton Family

4) Thank you to Cowley College from Mel Hambelton Ford

5) Congratulations to Cowley College from the Kansas Board of Regents

6) Thank you to Cowley College from Cowley County United Way

7) Thank you to Dr. Rittle from the Cowley College EMT Department.

### Board Reports

1) In September 2017 the College was asked to consider renaming the City Ball Park in honor of two Arkansas City residents. Per college policy, on September 22, 2017 a naming advisory committee was formed with the purpose of reviewing the request and making a recommendation to the Board for the proposed naming of that facility.

After careful review and consideration of documentation provided by the requesting parties, the naming advisory committee determined that naming of the City Ball Park, at this time, does not meet the criteria for naming as outlined in the College's facility naming policy.

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

**RESOLVED**, that the Board of Trustees accept the naming advisory committee's recommendation as presented.

The motion was seconded by Dennis K. Shurtz and carried.

2) Chair Juden and Dr. Rittle requested Board review of the Board of Trustee Handbook. This handbook serves as an orientation tool for new Trustees as well as a resource for our current Board members. It outlines the mission, vision and core values of Cowley College, board member duties and responsibilities, the fiscal operations of the college, and the overall functions and organization of the Board of Trustees. The second and final reading along with Board approval will be requested at the November Board meeting.

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

**RESOLVED**, that the Board of Trustees approve the first reading of the Board of Trustee Handbook.

The motion was seconded by Jill Long and carried.

**Administrative Reports**

The following Administrative Reports were reviewed:

- 1) The Board completed their second and final reading of the new Acquisition and Disposal of College Property Policy.

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

**RESOLVED**, that the Board of Trustee approve the adoption of the new Acquisition and Disposal of College Property Policy.

The motion was seconded by Dennis K. Shurtz and carried.

- 2) Dr. Gloria Walker, VP of Finance and Administration, presented items for approval under procurement.

Administration requested Board approval to enter into a contract with J Squared Communications (Jessica Lucas) to provide government affairs services for Cowley College at an annual cost not to exceed \$13,500 and others fees up to \$2,080.

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

**RESOLVED**, that the Board of Trustees authorize the College to enter into an annual contract with J Squared Communications for Government Affairs services.

The motion was seconded by Jill Long and carried.

Administration requested Board approval to purchase a public safety vehicle offered by the Kansas Highway Patrol (KHP) at a cost of \$23,250.00. The public safety vehicle offered by KHP has approximately 45,000 miles and comes with an extended warranty coverage.

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

**RESOLVED**, that the Board of Trustees approve the purchase of a public safety vehicle from the Kansas Highway Patrol at a cost of \$23,250.00.

The motion was seconded by Ned Graham and carried.

Administration requested Board approval to finance the purchase of the temporary chiller, new HVAC unit and signage for the Ark City campus through University Lease based on the lowest lease rate factor and finance cost for a 36-month term. University Lease has locked the .02925 lease rate factor for three months. September 21, 2017-December 21, 2017.

Additionally, per the Board of Trustees' approval of the purchase and financing of the 540 computers for college-wide distribution, University Lease also provided the lowest and best value for the computer and accessory equipment at the same lease rate factor of .02925 and thirty-six months. The college's annual lease payment is approximately \$145,207.47 - \$215,407.47 depending on whether the College finances the entire cost of \$613,696.50 or \$413,696.50 a with down payment of \$200,000. The annual lease payment will be budgeted in the annual operating budget.

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

**RESOLVED**, that the Board of Trustees authorize the College to finance the purchase of the temporary chiller, new HVAC unit and signage for the Ark City campus through University Lease based on the lowest lease rate factor and finance cost for a 36-month term. University Lease has locked the .02925 lease rate factor for three months. September 21, 2017-December 21, 2017.

The motion was seconded by JoLynn Foster and carried.

Administration requested Board approval to enter into a contract with Elmore Painting to paint the interior walls of the Cowley College Winfield facility. Elmore Painting's price was not the lowest price, but the only company that had the equipment and materials to do the extensive wall and carpentry repairs that are needed for the facility to be conducive for learning. The extensive wall repair includes replacing/repairing trim work and patching the plaster walls including all the dry wall repair. Elmore Painting comes highly recommended when the College called the company's references. Estimated time of completion for this job is one week.

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

**RESOLVED**, that the Board of Trustees approve the contract with Elmore Painting to paint the interior walls of the Cowley College Winfield facility.

The motion was seconded by Ned Graham and carried.

Administration requested Board approval to contract with Ramco Building Maintenance to provide custodial services for the Cowley College Mulvane site for a price not to exceed \$2,935 per month for six months. Trustee Juden certified the bid the week of October 9<sup>th</sup>, 2017 in order for the college to get Ramco started to decrease the cost of staff overtime and mileage to perform those services.

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

**RESOLVED**, that the Board of Trustees authorize the contract with Ramco Building Maintenance to provide custodial services 5 days per week for 6 months at the Cowley College Mulvane site.

The motion was seconded by JoLynn Foster and carried.

Administration requested Board approval to have Pearson Construction, as a subcontractor to Conco Construction, perform the storm sewer construction work based on the lowest bid costs of \$137,547. This cost will be a part of the Guaranteed Maximum Price of construction.

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

**RESOLVED**, that the Board of Trustees approve Pearson Construction as a subcontractor to perform the storm sewer construction based on the lowest bid costs of \$137,547, understanding that this cost will be part of the Guaranteed Maximum Price of construction.

The motion was seconded by JoLynn Foster and carried.

- 3) Tina Grillot, AVP of Business and Industry, provided an Academic Affairs update on behalf of Dr. Harold Arnett. The college hosted Manufacturing Day October 10<sup>th</sup> and 11<sup>th</sup>. Over 400 Sumner County 8<sup>th</sup> graders visited campus during the two-day event. The students spent the entire day in the CTE center doing hands on training with Faculty. CTE and Allied Health are working together on a grant to help advertise and enroll more non-traditional students.
- 4) Dr. Kori Gregg, VP of Institutional Advancement, discussed the recent Foundation scholarship reception on October 3. 170 donors and students attended the event. 158 students received scholarships this academic year, with 145 receiving Foundation scholarships.
- 5) Paul Erdmann, VP of Information Technology, provided an update on the Parent CRM system, which allows students to assign rights to parents to view grades and pay their bill. Work on the system is complete and Parent CRM went live last week with no complaints at this time. The department has received its first shipment of 100 replacement computers and 128 monitors. The team hopes to have 540 computers replaced by the end of the year. Recent Blackboard glitches have been corrected and the system has been working well for the last 3 weeks.
- 6) Kristi Shaw, Executive Director of Enrollment Management, provided an enrollment update. Today marked the opening of enrollment for the winter term, and spring semester, as well as the start of the second 8-week classes. 63 students enrolled today, with an FTE of 47.7. Fall semester headcount is currently sitting at 2,916 students with 1,954.20 FTE, and goal of 3,200 students by December. Kristi thanked her admissions recruiters as well as the marketing department for targeting efforts and geo marketing to get students in the doors. Also mentioned, was the Tiger Stripes Work Ethic scholarship being offered in Sumner County. Kristi visited with students at Argonia, Oxford, South Haven, and Wellington High School to inform them about the

scholarship. Admissions staff and financial aid staff are visiting the high schools for financial aid nights. PTK students are offering several financial aid workshops. Chair Juden requested information on how many students we currently have that are using high school Pell.

- 7) Chris Hollon, Executive Director of Institutional Effectiveness, discussed the completion of the Retention Module with the final day of training taking place this Friday, which is also the go-live date for the system. The Noel Levitz employee satisfaction survey has concluded, with the data set to arrive in the next week. Fall reporting will be completed by the end of this week.
- 8) Jason O'Toole, Executive Director of Student Affairs, provided a housing update, with 489 students occupying the dorms. Student Life Counselor, Ashley Demaree will be out on maternity leave until the first of the year. Jason will be taking care of all counseling needs in the meantime. Student affairs hosted a successful Red Cross blood drive last week. Jason thanked Director of Student Life, Landon West, and Intramural Coordinator, Tanner Brock for their efforts in creating fun and interesting activities for the students. Room inspections are taking place prior to fall break. Also, additional links have been added to the Title IX page of the Cowley website.
- 9) Janet Grace, Sumner Campus Operations Officer, has been very active in the Sumner County community, attending as many events as possible, including joining local clubs and organizations. She and Tina Grillot visited several companies in Sumner County to discuss educational possibilities at the new campus. The two are also working on grant opportunities. The recent Groundbreaking ceremony was a great success with over 274 people in attendance.
- 10) Shane Larson, Athletic Director, informed the Board of the Tiger Booster Club luncheon taking place at noon on Thursday, October 19<sup>th</sup>. Also mentioned were the September Student Athletes of the month, Jake Hawker and Logan Wenzel. November starts the official winter sports season, with fall sports wrapping up. November 4<sup>th</sup> is the Volleyball regional tournament. The 2018 Hall of Fame nominees are Toby Anglen, Gavaska Williams, Debbie (Adams) Nittler.
- 11) The Transportation Report indicated total mileage of 32,969 for the month ending, September 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 Brian Sanderholm and carried.

**Personnel  
Trans-  
actions**

The following personnel were presented for Board approval:

Jill long 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:**

- **Michael Moore, Custodian, effective September 29, 2017**

The motion was seconded by Ned Graham and carried.

**Adjourn-  
ment**

**Dennis K. Shurtz 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 Jill Long and carried.

**Adjourned at 7:19 pm**

**Tiffany Vollmer  
Board Clerk**