

**Cowley College
Board of Trustee Official Minutes**

October 21, 2019

A meeting of the Board of Trustees of Cowley College was called to order on October 21, 2019 at 6:00 pm, in the Short Community Room inside of the Short General Education Center at the Cowley College Sumner Campus, 2208 Davis-White Loop, Wellington, KS 67152.

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
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
Todd Ray, Director of Maintenance
Bryanna Ramsey, Enrollment and Bookstore Coordinator, Wichita
Chris Cannon, Health and Human Services Dept. Chair
Ben Maxon, Security Officer

Guests

Robert Rogers, Great Western Dining
Dawn Williams, Great Western Dining
Bill Rhiley, Kansas State Representative
Priscilla Bianchini, October Student of the Month
Michael Bergagnini, Citizen
John Shelman, News Media
Dr. Anaria Barnds, Willdan Group
Charles Zitnik, D.A. Davidson and Co.
Jessica Lucas, Government Affairs Liaison

Invocation

The Invocation was presented by Ned Graham

Approval of Board Minutes

Nancy Burger 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 September 16, 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 Bob Juden and carried.

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

RESOLVED, that the Board of Trustees will now vote by the show of hands effective immediately, with the official Minutes reflecting each Trustee’s vote.

The motion was seconded by Gary Wilson and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Nay	Glennis Zimmerman	Aye

Motion carried

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

RESOLVED, that the Board of Trustees support the creation of the Cowley College Trap Shooting Club.

The motion was seconded by Brian Sanderholm and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion 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 September 30, 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 the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion 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 \$2,669.25. General Operating Activities disbursements include College Operating \$1,26,618.96 (net \$1,023,264.32) and Federal Funds \$27,970.03; for a total written of \$1,054,588.99 (net \$1,051,234.35). 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, 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 JoLynn Foster and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried

Communications

1) Dr. Rittle delivered a College update:

- Enrollment for the spring has opened and the admissions team is preparing for the rush of students
- The Ad Astra China program is progressing with 14 students being enrolled, generating 141 credit hours.
- With the resignation of Deli manager, Kathy McDonald, the college will be reinventing the Tiger Deli over the course of the next several months.
- The college has assembled a cross-sectional team to reassess the current scholarship model and scholarships currently being offered.
- Fall break begins this Thursday in conjunction with the Arkalalah festival. Trustees are invited to attend the Coronation Ceremony on Friday evening at 7:30 in the Robert Brown Theatre.

- 2) Priscilla Bianchini was recognized as the October 2019 Student of the Month. Priscilla is a sophomore from São Paulo, Brazil and is the daughter of José Ricardo Ferreira and Maria Hélia de Souza Ferreira. She is a pre-nursing major with a 3.86 GPA. Her College activities include Student Senate, Phi Theta Kappa, Student Ambassador, and the International Student Organization. Her future plans are to transfer to a 4-year university to continue her pursuit of a degree in nursing.
- 3) Student Update Report, submitted by Donte Chattman, Student Senate President
- 4) Jessica Lucas, Government Affairs Liaison, provided a legislative update
- 5) Winfield Allied Health Center letter of support submitted by Barbara Humpert
- 6) Winfield Allied Health Center letter of support submitted by Melanie Burnett
- 7) Winfield Allied Health Center letter of support submitted by Thomas Langer
- 8) Winfield Allied Health Center letter of support submitted by Melanie Johnson McColm
- 9) Winfield Allied Health Center letter of support submitted by Teresa Hatfield
- 10) Winfield Allied Health Center letter of support submitted by Linda Voth
- 11) Winfield Allied Health Center letter of support submitted by Stacy Pike
- 12) Winfield Allied Health Center letter of support submitted by Cammy Boone
- 13) Winfield Allied Health Center letter of support submitted by Chandra Bilhimer
- 14) Winfield Allied Health Center letter of support submitted by Taggart Wall
- 15) Winfield Allied Health Center letter of support submitted by Gary L. Brewer
- 16) Winfield Allied Health Center letter of support submitted by Vincent R. Warren
- 17) Thank you to Cowley College from Wellington High School After Prom Committee
- 18) Thank you to Cowley College from Glennis Zimmerman
- 19) Thank you to Cowley College from Michelle Hamm and Family

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) Charles Zitnik with D|A Davidson & Company has assisted the college in reviewing and determining the best financing options for the selected infrastructure rehabilitations and/or

renovations. They have worked with Willdan Group and numerous colleges in Kansas on performance contract financing. The staff vetted D|A Davison against the college’s prior municipal and financial advisors, and found D|A Davidson & Company the most suitable entity for performance contract financing in the state of Kansas. Administration recommends D|A Davidson & Company serve as municipal advisor and financial advisor for this project – Energy Savings Performance Contract, Series 2019.

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

RESOLVED, that the Board of Trustees approves D|A Davidson & Company as the municipal advisor and financial advisor for the deferred maintenance project.

The motion was seconded by Nancy Burger and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried

As the municipal and financial advisor, D|A Davidson & Company will consult with and advise the Issuer (Cowley College) with respect to its financing program for this project (See attached Municipal Advisor Agreement). This advice will generally include the following:

- a. Evaluating opportunities to provide interim and long-range financing to the engagement;
- b. Evaluating the Issuer’s credit profile and debt capacity;
- c. Evaluating opportunities for future debt issuances;
- d. Assisting in managing relationships and interaction with rating agencies, bond insurers, and bond investors;
- e. Assisting in Issuer in hiring bond underwriters and/or remarketing agents; and Consulting and advising Issuer with respect to the various structures, provisions and covenants appropriate or advisable to consider as part of the new financing, etc.

- 3) Robert Rogers, District Manager and Dawn Williams, Food Service Director, with Great Western Dining provided a brief update on the Cowley College Sumner Campus Tiger Eatery. Thus far, the eaters has seen almost \$20,000 in sales. Dawn Williams requested additional signage out by the highway to increase visibility and awareness of the eatery.
- 4) At the October 2018 Board of Trustee meeting, the Board tabled a campus housing discussion for one year. The Trustee Finance Subcommittee recommends that a housing discussion once again be tabled for 1 year.

JoLynn Foster introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees table the housing discussion for one year.

The motion was seconded by Gary Wilson and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Nay

Motion carried

- 5) On October 8, 2019 a naming advisory committee met to review the request of naming the Cowley College softball field in honor of Ed Hargrove. The committee was comprised of representatives according to Board Policy and Administrative Procedure related to Naming College Facilities, Programs, and Events. Vice Chair Bob Juden served as the Board of Trustees representative on this committee.**

After careful review and consideration of documentation provided by the requesting parties, the naming advisory unanimously recommends the Cowley College softball field be named the Ed Hargrove Softball Field, in honor of former coach Ed Hargrove.

Gary Wilson 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 Bob Juden and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried

Administrative Reports

The following Administrative Reports were reviewed:

- 1) The Board completed their second and final reading of the revised policy 112.00 Fringe Benefits – Full-Time Employees. The original policy 112.00 was specific to administrative staff. In addition, we had a 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 removes the dollar amount specific language for the benefit stipend, and rather, mentions that all full-time employees will receive a benefit stipend pre-approved by the Board. This change will**

eliminate the need to update the policy each time the stipend amount changes. The revised policy has been unanimously approved by the Administrative Council and the Trustee Finance Subcommittee.

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

RESOLVED, That the Board of Trustees approve the revised policy 112.00 Fringe Benefits – Full-time Employees, absorbing and eliminating the current policy 162.00.

The motion was seconded by JoLynn Foster and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried

- 2) Dr. Rittle, College President, presented the following finance and administration items on behalf of Dr. Gloria Walker. Provided an update on the current status of the deferred maintenance project to include the Renn Library HVAC system and the Mulvane Bloomenshine roof.
- 3) Dr. Michelle Schoon, VP of Academic Affairs, reported that the College has added the Winfield Veteran’s Home as an additional location with HLC, bringing our overall number of locations to 10. The College recently hosted our largest Health and Human Services Day, with 350 participants attending. Dr. Schoon requested Board approval of recent modifications to the Farm and Ranch Management program to include additional certifications.

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

RESOLVED, that the Board of Trustees approve the modifications to the Farm and Ranch Management program, to include additional certifications.

The motion was seconded by Nancy Burger and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried

- 4) Rama Peroo, Director of Institutional Communication and Public Relations, filled in for Dr. Kori Gregg, Vice President of Institutional Advancement, to provide a Foundation update. Peroo informed the Board that with the vacancy of the Alumni Association and Golden Tigers Coordinator it has been decided that this position will not be filled for the remainder of the academic year due to the implemented slow fill policy currently in effect for the college. Staff in Institutional Advancement will absorb the coordination of the Golden Tigers program. Peroo

also shared information on the scholarship committees formed at the college.

- 5) Paul Erdmann, VP of Information Technology, informed the Board of two new upgrades to software this past weekend, to include server software. The department continues to make improvements to the student information system.

- 6) Bryanna Ramsey, Coordinator of Enrollment and Bookstore Services, filled in for Kristi Shaw, Executive Director of Enrollment Management, to provide an enrollment update. The Senior Day event will be held on the main campus on Wednesday, October 23. The Phone-a-thon enrollment event will take place November 7th with Tiger Enrollment Day taking place on Saturday, November 9.

- 7) Dr. Michelle Schoon provided an Institutional Effectiveness update on behalf of Debbie Phelps. Dr. Schoon informed the Board that the IPEDS fall collection is complete. An unduplicated headcount of 684 students earned 816 awards; this headcount is up 0.007% when compared to last fall's data collection.

- 8) Jason O'Toole, Executive Director of Student Affairs, provided a housing update. The dorms are currently at 91.0 percent occupancy. O'Toole also mentioned the numerous Student Life activities that were held during the month of October as well as the successful Red Cross Blood Drive.

- 9) Janet Grace, Sumner Campus Operations Officer, said the Sumner Campus is in the process of gathering data for grants pertaining to enhancing the site. Cowley's Wellington and Mulvane Campuses have continued to be actively involved in community events and student activities throughout the fall semester.

- 10) Pam Smith, Faculty Liaison, provided a faculty update. Smith informed the Board of the conferences and workshops recently attended by Cowley faculty. Smith was recently the guest of Bill Docking at the monthly luncheon meeting of Union State Bank officers with selected community members. Smith added that the community is very interested in the work of the college in very positive ways.

- 11) Shane Larson, Athletic Director, provided a fall sports update. Larson said both the men and women's soccer teams are ranked or receiving votes in the latest poll as are both the men and women's cross country teams, while the Cowley volleyball team is currently ranked seventh. The Tiger soccer teams both achieved conference titles and will host First Round playoff games Sunday at 2 and 4 p.m. at the Arkansas City High School Soccer Field, while three Lady Tiger tennis players recently competed and placed at the ITA Small College Nationals. Also, the Tiger women and men's basketball teams will open their seasons at home at 5:30 and 7:30 p.m. on Friday, November 1.

- 12) The Transportation Report indicated total mileage of 28,717 for the month ending, September 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 JoLynn Foster and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried

Personnel Transactions

Ned Graham 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.

Retirements:

- Gary Hale, Custodian, effective December 31, 2019

Resignations:

- Chris Stearns, Custodian, effective September 27, 2019
- Kathy McDonald, Tiger Deli Manager, effective October 31, 2019

The motion was seconded by JoLynn Foster and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried

Public Comment

Michael Bergagnini addressed the Board in regards to their current procedure of selecting the Board Officers (Chair and Vice Chair).

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 by Bob Juden and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried

With no other business to be considered, Jill Long, Board Chair, declared the meeting adjourned at 7:46



Tiffany Vollmer
Board Clerk